



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

March 9, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 47273-22/23; 40212-22/23; 41523-22/23; 45611-22/23; 46165-22/23; 40048-22/23; 41411-22/23; 46499-22/23; 48506-22/23; 41623-22/23; 42278-22/23; 47357-22/23; 43357-17/18; 40108-20/21; 45626-16/17; 47188-20/21; AND 41422-17/18.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **March 20, 2023, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachments

Cc: Alysabeth Alexander-Tut, Port
Cynthia Avakian, Airport
Alexander Burns, Department of Public Works
Johanna Gendelman, Human Services Agency
Shawndrea Hale, Public Utilities Commission
Kelly Hiramoto, Department of Public Health
Daniel Kwon, Public Utilities Commission
Vincent Lee, Police Department
Amy Nuque, Municipal Transportation Agency
Anthony Tyson, Early Childhood
Elaine Walters, Fire Department
Esperanza Zapien, Human Services Agency
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



London Breed
Mayor

Carol Isen
Human Resources Director

Date: March 3, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Anthony Tyson, DEC
Elaine Walters, FIR
Esperanza Zapien / Johanna Gendelman, HSA
Alysabeth Alexander-Tut, PRT
Kelly Hiramoto, DPH
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW
Cynthia Avakian, AIR
Amy Nuque, MTA
Vincent Lee, POL

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$370,340,000	\$199,082,425	\$2,726,201,781

Anthony Tyson
Early Childhood
1650 Mission St., Suite 312
San Francisco CA 94103
(208) 814-4361

Amy Nuque
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2802

Elaine Walters
Fire
698 Second Street
San Francisco, CA 94107
(415) 558-3418

Vincent Lee
Police
1245 3rd St., 6th Floor
San Francisco, CA 94158
(415) 837-7127

Esperanza Zapien / Johanna Gendelman
Human Services
1650 Mission Street, Ste. 500
San Francisco, CA 94103
EZ: (415) 557-5657
JG: (415) 557-5507

Alysabeth Alexander-Tut
Port
Pier 1
San Francisco, CA 94111
(415) 274-0558

Kelly Hiramoto
Public Health
1380 Howard St.,
San Francisco, CA 94103
(415) 206-4168

Shawndrea Hale / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SH: (415) 551-4540
DK: (415) 934-5722

Alexander Burns
Public Works
49 South Van Ness, Ste. 1600
San Francisco, CA 94103
(415) 554-6411

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8097
San Francisco, CA 94128
(650) 821-2014

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POSTING FOR

March 20, 2023

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>47273 - 22/23</u>	Department of Early Childhood – DEC	\$300,000,000.00	<p>Contractor is to provide fiscal agent and intermediary services to participants/programs qualified to receive Early Care & Education Workforce Development Compensation Initiatives funding to support the early educators of San Francisco. Contractor will disburse payments to participants/programs that successfully apply and meet specific criteria. Contractor will also issue payments to contracted providers for a series of ECE Workforce Compensation Initiatives including but not limited to: Wages, Educational Pathways, Higher Degree Attainment, Working Conditions, and Benefits. Contractor may also conduct fiscal payment transactions on behalf of the Department of Early Childhood (DEC) for other payments that are considered one-time-only miscellaneous services. Contractor must have a database and accounting infrastructure that allows for real-time data and reporting for all initiatives related to this strategic investment.</p>	October 1, 2022	June 30, 2027	REGULAR
<u>40212 - 22/23</u>	FIRE DEPARTMENT	\$500,000.00	<p>Contractors will perform scheduled and as-needed maintenance and support services for a variety of Fire Safety Systems equipment</p>	March 1, 2023	February 29, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>and programming systems in use at the San Francisco Fire Department stations. As technology advances, equipment and systems that are used in the day-to-day operation of Fire Alarm Systems are becoming increasingly more complicated and integrated with other devices and systems.</p> <p>Often, in addition to proprietary characteristics of the equipment, Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected information from devices. Systems which need maintenance will include fire alarm and sprinkler systems.</p>			
<u>41523 - 22/23</u>	HUMAN SERVICES	\$300,000.00	<p>A robust training offering to level set and level up staff's equity knowledge, understanding, and leadership on equity issues, as well as ad hoc advising for SFHSA's leadership team. This training series and advising sessions will empower SFHA's full team build skills necessary to engage in generative discussions, embody equity and drive positive impact for the communities we serve. Work includes both Learning and</p>	February 1, 2023	June 30, 2024	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>45611 - 22/23</u>	HUMAN SERVICES	\$3,000,000.00	<p>Development and Leadership Advising. This assists in the implementation of HSA's Racial Equity Plan</p> <p>The contract will be used to pay for licenses, hosting and maintenance for a technology system used to manage client referrals to employment services for the Human Services Agency/Workforce Division, as well as to manage job search and job placement assistance. The contract will also be used to pay for technical support that may be needed during the life of the contract, such as training and assistance developing new features and functionalities.</p> <p>The system will track and report on the employment placement activities of several populations, including CalFresh Employment & Training, CalWORKs Welfare to Work, Refugee Employment Services, Foster Care Youth employment services, non-aided job seekers and others served by the Workforce Development Division staff of the San Francisco Human Services Agency.</p>	July 1, 2023	June 30, 2028	REGULAR
<u>46165 - 22/23</u>	HUMAN SERVICES	\$500,000.00	<p>Consulting services to develop, provide and implement a new resource family recruitment plan and related services for Family and Children's Service (FCS), a division of San Francisco Human Services Agencies. The services include research, design and implementation of recruitment campaign. Contractor will approach the project in</p>	July 1, 2023	June 30, 2025	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>40048 - 22/23</u>	PORT	\$600,000.00	<p>multiple phases: Strategy, Concepting, Production and Optimization/Maintenance.</p> <p>The Port seeks to contract with four firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.</p>	March 15, 2023	March 14, 2026	REGULAR
<u>41411 - 22/23</u>	PUBLIC HEALTH	\$10,000,000.00	<p>Contractor will provide secure document and other media destruction services for the Department of Public Health. services will include the provision of secured collection bins throughout Department facilities, and the labor required to transport the bins to a secured description point and typically a larger truck that is on site and has a secured area to destroy the items. The services will be required to be provided in compliance with all The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements.</p>	January 1, 2023	December 31, 2031	REGULAR
<u>46499 - 22/23</u>	PUBLIC HEALTH	\$8,000,000.00	<p>Contractor will provide a comprehensive biomedical maintenance and management program for the variety of biomedical</p>	December 1, 2022	November 30, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			equipment in use at the the Department of Public Health. Specifically, the contractor will service Laguna Honda Hospital and other locations including but not limited to the health centers, San Francisco General (when not provided by the University of California), and any other unit that uses bio-medical equipment at the Department. The Contractor will inventory all equipment, and evaluate current maintenance procedures and then establish a plan to ensure as-needed maintenance and a preventive maintenance program is implemented. Contractor also will repair equipment per Original Equipment Manufacturer (OEM) specifications, or when feasible, send the equipment to OEM's or authorized service providers for repairs.			
<u>48506 - 22/23</u>	PUBLIC HEALTH	\$400,000.00	The contractor(s) will provide a comprehensive Water Management Program (WMP) road map and testing for Laguna Honda Hospital. This entails managing the risk associated with close loop water and domestic water chemistry. The contractor(s) will test domestic water for Legionella and other microbials. Furthermore, the contractor(s) identify the physical risk associated with the water management annually.	April 1, 2023	March 31, 2028	REGULAR
<u>41623 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	The proposed work would include ROW acquisition services for the projects and programs of the Infrastructure Division, such as the Sewer System Improvement Program	April 11, 2023	April 10, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>and other SFPUC projects that require ROW activities. A full range of ROW work is required, including planning and budgeting, pre-CEQA activities such as obtaining Permits to Enter, ROW estimates, and appraisals; and post-CEQA activities such as acquisitions, relocation services, clerical support services, project tracking, and other, as-needed work.</p> <p>Acquisition work includes, but is not limited to, acquisition of fee and easements, as well as leases, permits, and licenses. Additional work to be performed as needed includes ROW encroachment clearance, condemnation services, land surveying services, property rights research and title services, and support of public meetings and presentations.</p>			
			<p>The San Francisco Public Utilities Commission (SFPUC) is committed to achieving racial justice by centering the agency's programs and resource allocations on racial and social equity. PRO.0266, which will award two consultants, aims to help the SFPUC better understand, market, communicate and engage its customers that have historically been underserved or have faced systemic barriers in San Francisco. For example, consultants may conduct focus groups of these customers in their preferred language to gauge their understanding of the SFPUC and its discount programs. Consultants may also help to place advertisements in newspapers or on social</p>	June 1, 2023	June 1, 2027	REGULAR
<u>42278 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$3,800,000.00				

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			media to help market the agency and bill relief offerings.			
	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$17,000,000.00	Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.	March 1, 2023	March 1, 2030	REGULAR
TOTAL AMOUNT \$347,100,000						

Posting For March 20, 2023

Proposed Modifications to Personal Services Contracts

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43357 - 17/18 - MODIFICATIONS	March 20, 2023	AIRPORT COMMISSION -- AIR	\$12,000,000	\$22,000,000	As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.	12/31/2024	12/31/2028	REGULAR
40108 - 20/21 - MODIFICATIONS	March 20, 2023	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$1,500,000	The proposed work involves the design, fabrication, installation, and training for		02/06/2023	02/06/2029 REGULAR

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
45626 - 16/17 - MODIFICATIONS	March 20, 2023	PUBLIC HEALTH -- DPH	\$9,000,000	\$30,800,000	specialized machinery necessary to replace the Cable Car cables. In order to replace each of the four cables in the Cable Car system, two separate, specialized reeling machines are required. One machine functions as a rewinder unit in that it collects a damaged and/or old cable, and the other functions as a holdback in that it dispenses a new cable into the system while maintaining tension in the line during the cable replacement procedure.	06/01/2023	12/31/2031	REGULAR
					Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving			

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
					<p>initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.</p>			
47188 - 20/21 - MODIFICATIONS	March 20, 2023	PUBLIC HEALTH -- DPH	\$2,240,000	\$5,240,000	<p>All required maintenance and support for the Nurse Call System at Zuckerberg San Francisco General Hospital and Laguna Honda Hospital. Services will include repairs, maintenance, replacement of defective parts and components, and upgrades to</p>	04/01/2023	06/30/2028	REGULAR

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
41422 - 17/18 - MODIFICATIONS	March 20, 2023	POLICE -- POL	\$0	\$1,000,000	<p>all software and hardware system components. Services will include regular Preventative Maintenance (PM) service to ensure the system is performing in accordance with the published specifications. Services performed during the PM shall include but may not be limited to items such as: creating system backup files, battery checks, inspection and cleaning PC and master station consoles, software maintenance updates and applicable operation checks, rapid response to Critical Error situations, and 24 hours per day, 7 days per week support coverage.</p> <p>The San Francisco Police Department (SFPD) Crime Lab requires a contractor to perform as-needed Y-Chromosome Short Tandem Repeat (Y-STR) testing on sexual assault kits to identify male suspects and other as-needed deoxyribonucleic acid (DNA) testing. A contractor will bridge the gaps when</p>	07/01/2023	06/30/2026	REGULAR

PSC Number	<u>Commission</u> <u>Hearing</u> <u>Date</u>	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
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					caseloads surge or there is insufficient staffing to meet state mandated turnaround time.			
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TOTAL AMOUNT \$23,240,000

**Regular/Continuing/Annual
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: Department of Early Childhood – DEC

Dept. Code: DEC

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Administrative Services- Fiscal Intermediary.

Funding Source: 1% State/Federal 99% Local

PSC Amount: \$300,000,000

PSC Est. Start Date: 10/01/2022

PSC Est. End Date 06/30/2027

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor is to provide fiscal agent and intermediary services to participants/programs qualified to receive Early Care & Education Workforce Development Compensation Initiatives funding to support the early educators of San Francisco. Contractor will disburse payments to participants/programs that successfully apply and meet specific criteria. Contractor will also issue payments to contracted providers for a series of ECE Workforce Compensation Initiatives including but not limited to: Wages, Educational Pathways, Higher Degree Attainment, Working Conditions, and Benefits. Contractor may also conduct fiscal payment transactions on behalf of the Department of Early Childhood (DEC) for other payments that are considered one-time-only miscellaneous services. Contractor must have a database and accounting infrastructure that allows for real-time data and reporting for all initiatives related to this strategic investment.

B. Explain why this service is necessary and the consequence of denial:

The Office of Early Care & Education housed under the Human Services Agency was scheduled to become the Department of Early Childhood (DEC), beginning July 1, 2022 when we were joined by First 5 San Francisco. The Ordinance establishing the Department of Early Childhood was not executed until mid-October 2022. However, the critical work and services still needed to be provided to the community during this time. As part of the merger and transition, DEC lost critical administrative services that were being performed by the Human Services Agency (HSA), including but not limited to: assistance with contract procurement and management, processing invoices, work orders, issuing payments and advances to providers, etc. Unfortunately, staffing to provide the scope of work necessary to distribute, monitor, and report on the Early Care & Education Workforce Development Compensation Initiatives that were developed after the passage of BabyProp C on June 5, 2018. In time, DEC may have enough staff to create a back office with the bandwidth and expertise to handle these operational functions. However, the funding for Baby Prop C was urgently needed by early educators after being held up in court for several years. At the request of Mayor Breed a Request for Applications (RFA) for this funding was released prior to April 28, 2022, with grant funding scheduled to begin on July 1, 2022 for qualified organizations/educators. As previously mentioned, the ordinance was not approved until October 2022 so there is a need to expedite a contract with a dedicated fiscal intermediary and administrator to distribute, monitor, and report on the ongoing funding initiative implemented October 1, 2022. In addition, payments, reconciliation, and reporting will have peaks in workload commencing at the end of each quarter and therefore would not be feasible to have dedicated permanent civil service classifications to complete this work. Failure to contract these services may delay or pause future funding of the initiatives that are ongoing and exacerbate frustrations of San Francisco's early care and education community who have implemented this new initiative.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, this type of service has been provided in the past for another City & County of San Francisco Department (see PSC-49329 1819 attached).

D. Will the contract(s) be renewed?

The need to renew will be dependent on having the staffing necessary to execute the scope of work necessary for the Early Care & Education Workforce Development initiatives and justifying the need for a permanent civil service classification for these tasks/services.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
N/A

2. Reason(s) for the Request

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

The Office of Early Care and Education(OECE) and First 5 San Francisco Children and Families Commission (F5SF) united as a the new Department of Early Childhood (DEC) effective July 1,2022 and the ordinance establishing the department happened in mid-October 2022. As part of this transition DEC will need to hire a team to handle the operations including all back office duties (i.e. budget, advances, invoicing, contract procurement, work orders, contract monitoring, etc.). In addition, the work will be intermittent with quarterly payments, reporting, and reconciliation that would be fiscally irresponsible to have full-time civil service employees assigned to do the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requirement of a minimum of three years demonstrated experience in fiscal intermediary and reporting services in the public/private sector for entities with gross revenues of a minimum of \$5,000,000 annually. Provider must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. Have sufficient working capital to provide fiscal services prior to reimbursement at no additional cost to the City and County of San Francisco. The contractor also must have the ability to review detailed information from the CA Workforce Registry in order to verify educational attainment, hours worked, role, wage information, and produce reports on changes and impact that occur throughout the duration of these targeted initiatives.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department does not have the administrative capacity or internal resources to manage direct payments to providers as part of these initiatives in a timely manner. Also, payments are intermittent and irregular, with a quarterly advance and reconciliation for changes during the fiscal year. Therefore, it is not practical to create the administrative capacity to manage the disbursements.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
No specific civil service class currently has the capacity nor equipment to facilitate the payment processes across the many providers that is required to be disbursed payments in advance and intermittently throughout the fiscal year. Especially as new initiatives are phased in to compliment exiting efforts related to the early education workforce in San Francisco.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the fiscal services being intermittent.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Training and technical assistance will be provided for end users by the contractor.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/08/2023, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Anthony Tyson Phone: 203-814-4361 Email: anthony.tyson@sfgov.org

Address: 1650 Mission St., Suite 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47273 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of anthony.tyson@sfgov.org
To: [RECEIPT for Union Notification for PSC 47273 - 22/23 more than \\$100k](mailto:Tyson,Anthony(DEC);plangrooferslocal40@gmail.com;rooferslocal40@gmail.com;StanEichenberger;dtuttle@oe3.org;dtubble@oe3.org;pkim@ifpte21.org;NajuawandaDaniels;PierreKing-UAPD;president@sanfranciscodsa.com;max.porter@seiu1021.org;kennethlomba@gmail.com;snaranjo@cirseiu.org;mdennis@twusf.org;roger.marenco;pwilson@twusf.org;cmoyer@nccrc.org;Frigault,Noah(HRC);sfdpoa@icloud.com;mjayne@iam1414.org;Emanuel,Rachel(DEM);laborers261@gmail.com;Laxamana,Junko(DBI);jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabaria@cirseiu.org;anthony@dc16.us;mlobre@sfpoa.org;@sfpoa.org;tracym@sfpoa.org;mleach;rooferslocal40@gmail.com;sal@local16.org;Criss@sfmea.com;Julie.Meyers@sfgov.org;StanEichenberger;JasonKlumb;camaguey@sfmea.com(contact);ablood@cirseiu.org;kcartermartinez@cirseiu.org;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;sarah.wilson@seiu1021.org;kschumacher@ifpte21.org;kpage@ifpte21.org;tjenkins@uapd.com;eerbach@ifpte21.org;tmathews@ifpte21.org;amakayan@ifpte21.org;jb@local16.org;Ricardo.lopez@sfgov.org;Kbasconillo@sfwater.org;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;MRainsford@local39.org;WendyFrigillana;pscreview@seiu1021.org;pkim@ifpte21.org;agonzalez@iam1414.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;gail@sfflocal798.org;cityworker@sfcwu.org;davidmkersten@gmail.com;djohnson@opcmialocal300.org;RamonHernandez;ablood@cirseiu.org;pkarinen@nccrc.org;tony@dc16.us;stevek@bac3-ca.org;xiumin.li@seiu1021.org;Sin.Yee.Poon@sfgov.org;smcgarry@nccrc.org;rmitchell@twusf.org;grojo@local39.org;jduritz@uapd.com;staff@sfmea.com;mike@dc16.us;khughes@ibew6.org;l21pscreview@ifpte21.org;sfsmsa@gmail.com;bart@dc16.us;david.canham@seiu1021.org;jtanner940@aol.com;oashworth@ibew6.org;l21pscreview@ifpte21.org;laborers261@gmail.com;local200twu@sbcglobal.net;speedy4864@aol.com;christina@sfmea.com;ecdemvoter@aol.com;ThomasVitale;Tyson,Anthony(DEC);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 47273 - 22/23
Date: Wednesday, February 8, 2023 2:31:01 PM</p><hr/></div><div data-bbox=)

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 47273 - 22/23 for \$300,000,000 for Initial Request services for the period 10/01/2021 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19885> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Baby Prop C Fact Sheet – Legal Uses and Allocations

Legislation & Community Engagement

On June 5, 2018, 51% of the San Francisco electorate passed Proposition C (Baby Prop C), a Commercial Rent Tax for Child Care and Early Education by authorizing an additional tax on commercial property/leases with annual gross receipts over \$1 million; excluded from this tax are nonprofits and other small businesses.

In December 2018, a City Ordinance passed amending the Administrative Code to establish the [Early Care and Education for All Initiative](#), funded by appropriations from the Babies and Families First Fund. This ECE for All Initiative called for a nine-month planning process and charged the Office of Early Care and Education (OECE) to engage community to create a spending framework for the first five years of Prop C funding. The language in the ordinance provided guidance for uses of the funds to reflect the language included in the original ballot measure:

- Providing support for quality early care and education to all San Francisco children under the age of six from households whose incomes are at or below 85% of State Median Income, and who are listed as eligible, on that basis, to receive support for early care and education— but who, because of a lack of available resources, are not receiving the full amount of support to which they are entitled;
- Providing financial support for measures to increase the compensation of early care and education professionals and staff by not less than 10%, with an ultimate goal of achieving parity in compensation with K-12 educators who have commensurate experience, in a manner designed to improve the quality and availability of early care and education;
- Providing support for quality early care and education to all San Francisco children under the age of four whose families earn up to and including 200% of Area Median Income, in a manner proportionate to family income (such that families with lower incomes receive proportionately more support);
- Undertaking other measures designed to improve access to quality early care and education services that support the physical, emotional, and cognitive development of San Francisco children under the age of six.

The community planning process undertaken by OECE engaged over 3,000 San Francisco multi-stakeholders participating in various sessions – bringing together parents, families, teachers, early care and education administrators and community members. The result, a comprehensive [BABY PROP C FRAMEWORK](#) that outlines the community priorities for this fund.

Lawsuit

The Howard Jarvis Taxpayers Association (aka Jarvis Group) threatened the ECE for All initiative by challenging the legality of Prop C in court, claiming that a two-thirds super majority was required to raise taxes. The California Supreme Court rejected the Jarvis Group final appeal to Proposition C in April 2021, affirming the legality of the tax and upholding the will of San Francisco voters, delivering a major victory for children, families and early educators in San Francisco.

Approved Uses

OECE will administer Prop C funds with a commitment to the voters of San Francisco to implement the highest priorities of the ECE for All Initiative, to ensure children access high quality early care and education, and to increase compensation for the professionals working in this critical sector of our economy.

Nonetheless, recent questions raised for the approved uses of Prop C funds necessitates OECE to provide information to the public. The Baby Prop C ballot measure outlined uses for tax collection when passed. Fifteen percent of the revenue collected is for the city/county General Fund for any uses determined by the City. The remaining 85% of the tax collection is designated for child care and early education, and funds the following eligible programming:

- Support for quality early care and education for children under the age of six in San Francisco families at 85% or less of State Median Income (SMI);
- Support for quality early care and education for children under the age of four in San Francisco families earning up to 200% of the Area Median Income (AMI);

- Investment in comprehensive early care and education services that support the physical, emotional, and cognitive development of children under the age of six;
- Increasing compensation (including but not limited to wages, benefits, and training) of care professionals and staff in order to improve the quality and availability of early care and education for children under the age of six.

Next Steps

Moving forward, OECE is embarking on a period of community engagement and input to inform joint strategic planning with First 5 San Francisco. OECE and First 5 recognize the experiences and relationships of children in the first five years of life shape the architecture of their brain and build a foundation for future learning and success. Our planning process will center on the needs of quality early learning experiences during the earliest years to help set children on a path to thrive in school and life, while supporting their families. Accordingly, our joint strategic priorities will continue to mirror the Prop C language supported by San Francisco residents:

- Expand access to high quality, free/affordable early care and education, including greater support for low- to moderate income families
- Finance infrastructure and provide operating support to build out and sustain birth to 3 capacity (largest population on the waitlist)
- Improve educational qualifications and degree attainment for educators, and recruit and retain them through increased compensation

For more information on Prop C, Strategic Planning and the latest research on healthy child development, visit the OECE website www.sfoece.org.

**City and County of San Francisco
Human Services Agency**

Request for Proposals #1025 for:

**San Francisco ECE Workforce Compensation Initiative
Fiscal Agent and Administrator**



Request for Proposals Issued:
Pre-Proposal Conference:
Deadline to Submit Proposals:

April 18, 2022
April 21, 2022 at 10:30am
May 13, 2022 by 3:00pm

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Attachments

Attachment 1: Agreement for Professional Services (form G-100)

Attachment 2: Budget Forms

I. INTRODUCTION AND SOLICITATION SCHEDULE

A. Introduction

The Office of Early Care and Education (OECE) and First 5 San Francisco Children and Families Commission (F5SF) will unite under a new Department of Early Childhood (DEC) effective July 1, 2022. Summer 2022 marks the official unification of the Office of Early Care and Education (OECE) and First 5 San Francisco Children and Families Commission (F5SF) under a new Department of Early Childhood (DEC). This integrated department will be dedicated to the early care and education, health, and well-being of San Francisco's youngest residents, children under the age of five, and their families. The departments are working jointly towards a multi-year strategic and spending plan that enables the city of San Francisco to provide a strong early learning and care foundation that supports the whole child in school and lifelong success.

DEC's purpose is to elevate the importance of early childhood, ensuring that every child reaches their full potential. DEC will focus attention to the wide ranging issues and challenges that families with young children face from the prenatal period through the early childhood years. DEC's purpose is to elevate public attention to the wide-ranging issues and challenges faced by parents and their children in San Francisco from the prenatal period through the early childhood years. Our partnership with other public agencies and community organizations will focus on equity-centered solutions that make our city the best place in the nation to raise young children.

DEC is committed to the creation of an early childhood system in San Francisco designed to eliminate racial disparities in both opportunities and outcomes. The City and County of San Francisco has adopted racial equity and countering institutional racism as a priority in local decision-making. This work will also seek out innovative science and research to advance early educational equity and ensure San Francisco children have early learning opportunities in high quality programs.

1. General

The San Francisco Human Services Agency (SF-HSA), Office of Early Care & Education (OECE), and First 5 San Francisco Children Commission (F5SF) announces its intent to seek proposals from organizations interested in contracting to serve as a fiscal agent and administrator of the SF Early Care and Education Workforce Development and Compensation Initiatives. The ECE Workforce Development and Compensation Initiative is designed to ultimately result in improved outcomes for children in San Francisco through the support of a well-compensated, stable, and supported ECE workforce. There are four separate initiatives that will be implemented in a phased approach:

1. Workforce Compensation (implementation July 2022)
2. Workforce Benefits (estimated implementation September 2022)
3. Working Conditions (estimated implementation December 2022)
4. Educational Pathways (TBD)

The administrator/fiscal agent will ensure fund distribution and monitoring to the programs participating in the workforce compensation initiatives; with an estimated annual disbursement of \$40M progressing to approximately \$60M as new initiatives are implemented.

2. Background

On June 5, 2018, the San Francisco electorate passed Proposition C (Prop C), a Commercial Rent Tax for Child Care and Early Education, by authorizing an additional tax on commercial property/leases with annual gross receipts over \$1 million; excluded from this tax are nonprofits and other small businesses.

In December 2018, a City Ordinance passed amending the Administrative Code to establish the Early Care and Education for All Initiative, funded by appropriations from the Babies and Families First Fund. This ECE for All Initiative called for a nine-month planning process and charged the Office of Early Care and Education (OECE) to engage community to create a spending framework for the first five years of Prop C funding. The language in the ordinance provided guidance for uses of the funds to reflect the language included in the original ballot measure, including:

- *Providing financial support for measures to increase the compensation of early care and education professionals and staff by not less than 10%, with an ultimate goal of achieving parity in compensation with K-12 educators who have commensurate experience, in a manner designed to improve the quality and availability of early care and education;*
- *Undertaking other measures designed to improve access to quality early care and education services that support the physical, emotional, and cognitive development of San Francisco children under the age of six.*

The ECE Workforce Development and Compensation Initiatives are designed to address Early Care and Education (ECE) program quality and workforce retention and compensation pressures in city-funded early learning programming. Workforce stability and wellbeing will ultimately lead to improved outcomes for young children in San Francisco.

3. Diversity, Inclusion, and Racial Equity

The San Francisco Human Services Agency, Office of Early Care & Education, and First 5 San Francisco are committed to a culture of inclusion. Everyone should have what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin. Our departments believe a diverse and inclusive workforce produces more creative and innovative outcomes for the organization, and ultimately, the children and families we serve.

We are committed to addressing systemic racism that produces disparate outcomes, especially for people of color and the impact of governmental services can have by advancing racial equity in all aspects of our work, ensuring access to services and providing support to our communities by ensuring their ability to succeed and thrive.

We seek partnerships with organizations and businesses that share our values in their organizational culture and program services. Our departments, via our contracted partners, can further advance efforts to address racial equity and inclusion across San Francisco.

Request for proposals respondents must clearly demonstrate how these values are exemplified in their organizational and program operations. This should include a description of the organization's plans, strategies, and activities to address racial equity and inclusion among staff and program participants, as well as internal controls that regularly reviews current practices through the lens of racial equity and inclusion to identify areas of improvement.

Additional examples of information to be provided include: the organization’s mission and/or inclusion statements, non-discrimination documents, and/or other supporting documents, community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

4. Selection Overview

The City shall award a contract to the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the highest-ranking score. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to goods and/or services being procured through this Solicitation. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on.

B. Anticipated Term

A contract awarded pursuant to this Solicitation shall have a tentative initial term of three (3) years from July 1, 2022 to June 30, 2025, subject to annual availability of funds, annual satisfactory contractor performance, and need of the department. SF-HSA, OECE, F5SF and DEC have the sole, absolute discretion shall have the option to extend for 2 additional years for a total of 5 years; and also reserves the right to enter into grants of a shorter duration.

C. Anticipated Not to Exceed Amount

The total estimated annual funding for this RFP is approximately \$3,000,000 per year, which may increase or decrease depending on funding availability and need. The funding sources to provide the services will include local general fund dollars and state grant funding. Payment for all services provided in accordance with provisions under this contract shall be contingent upon the availability of funds. The City shall not guarantee any minimum amount of funding for these services. Contract amendments and changes to the scope of work may be required as ECE teachers increase their educational attainment making them eligible for additional compensation/stipend amounts, and/or programs increase their tier level by serving additional target population children.

D. Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change.

Proposal Phase	Tentative Date
Request for Proposals Issued	April 18, 2022
Pre-Proposal Conference	April 21, 2022- @ 10:30am-11:30am
Deadline for Written Questions	April 25, 2022- by 12:00pm
Deadline to Submit Proposals	May 13, 2022- by 5:00pm
Tentative Evaluation of Proposals	May 20, 2022
Tentative Notice of Contract Award	May 27, 2022

E. Limitation of Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors,

representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Manager whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Manager whose name appears in this Solicitation (Section VI. B.) – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

F. Definitions

DEC	Department of Early Childhood
DHS	San Francisco Department of Human Services
ECE	Early Care and Education
ELS	Early Learning San Francisco program
FCC	Family Child Care
MQs	Minimum Qualifications
SF-HSA	San Francisco Human Services Agency

G. Target Population

Early Care and Education programs and agencies that have been awarded San Francisco ECE Workforce Compensation Initiative grant(s).

II. SCOPE OF WORK

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Contractors should use this description when designing their proposed programs. However, contractors may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines the key program elements and services the selected vendor(s) will provide.

A. Description of Services

The description below details some of the components of administration and fiscal agent services for the San Francisco ECE Workforce Development and Compensation Initiative. Contractor will conduct transactions and services on behalf of the Department of Early Childhood for the ECE Workforce Development and Compensation Initiatives to help ensure the efficient and effective administration and operation of applicable grants.

In coordination with DEC, Contractor will administer grants and distribute, as funding allows, the grant awards based on the locally established funding formula to support eligible ELS programs, based on teacher qualifications as verified through the CA ECE Workforce Registry.

Contractor will:

- Distribute funds as directed by DEC.
- Work with DEC to assess program measures, including funding uptake, issuance challenges, and funding outcomes on the ECE workforce
- Collect and track data, including, but not limited to staff education, wages, and staff retention for ELS funded programs via data systems including, but not limited to, the CA ECE Workforce Registry.
- Ensure that collected data is accurate and current.
- Routinely verify data

- Highlight areas where data systems are obstacles in the avoe and in collaboration with DEC troubleshoot and implement solutions
- Refer participants in need of data systems support to resources, including but not limited to Help Desk operated by Children’s Council of San Francisco
- Administer and monitor grant fiscal portion by:
 - Reviewing and monitoring programs’ financial information related to workforce compensation
 - Updating grant amounts as applicable
 - Issue payments for grants awarded to programs
- Communicate with programs regarding payments and reporting requirements of the initiative.
- Identify capacity gaps and needs of programs and provide technical support to them regarding the grant awards, including required data systems/entries., Utilize feedback, experience, and relevant data to guide continuous program improvement to reduce the administrative burden on programs.
- Work closely with DEC to coordinate services provided through this contract.
- Establish a project plan with timelines and parties responsible for implementing the steps of setting up the new grant administration and fiscal agent system.
- Maintain a process to monitor for changes in programs’ qualifications and eligibility criteria and adjust award accordingly.
- Provide administrative monitoring of funded programs, including timely reporting and adherence to compliance requirements.
- Maintain a process to address specific issues related to grants (e.g. allowable expenditures, fund adjustment).
- Develop a methodology to store and provide information electronically in a timely manner so that it is readily available to multiple users.
- Distribute funds for a variety of workforce initiatives on behalf of and under the specific direction of the Department of Early Childhood to qualified ELS programs and/or individuals.
- Tracking and reporting on payments and tax information, determining funding eligibility, customer payment support, ad-hoc data reporting, and the development and maintenance of the data systems necessary to facilitate accurate and timely payments and reporting.
- Contractor may also conduct transactions on behalf of DEC upon direction from the contract manager for payments associated with miscellaneous, one-time-only services.

B. Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program’s evaluation plan. The objectives should be specified in the proposals to match the services to be provided.

In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program’s evaluation plan. The objectives should be specified in the proposal and match the approaches/services to be provided.

1. **Services Objectives**

As part of the proposal, the respondent should demonstrate effective performance management and must develop specific service objectives focusing on implementing and measuring the activities of the work. Respondents should state in measurable, quantifiable terms, the approaches they will use to ensure this initiative is successful.

[\[Insert Service objectives\]](#)

2. **Outcomes Objectives**

As part of the proposal, the respondent is required to demonstrate effective performance management with specific Outcomes Objectives, focusing on measuring the impact of service delivery strategies. Both quantitative and qualitative analysis will measure program efficiency and effectiveness. Respondents should state in measurable, quantifiable terms the outcome objectives they will achieve. The major purpose of objectives is to measure quantity, quality, and impact of services.

The San Francisco Early Care & Education Workforce Development and Compensation Initiatives is a cornerstone strategy in DEC’s mission to improve outcomes for young children and their families in San Francisco, and respondents are expected to participate in and contribute to DEC’s evaluation plans for these initiative. DEC is implementing these initiatives on research-based findings that affirm a stable, highly-qualified, and well-compensated early educator workforce contributes to better child outcomes. The Workforce Compensation Initiative is designed to minimize staff turnover by striving to ensure living wages for educators, so that children and families can build trusting, supportive relationships with them over the longer term. The Initiative also rewards educators for attaining additional education and certifications to build their knowledge and skills, so that they can better facilitate children’s cognitive, social, emotional, and physical development. The Initiative aims to retain or enhance the rich racial/ethnic and linguistic diversity of San Francisco’s early educator workforce, which is essential to building strong partnerships with the city’s diverse families. While DEC will not necessarily hold respondents accountable for these final outcomes for children and families, successful applicants will play an essential role in tracking key outputs, workforce characteristics, and intermediate outcomes needed to improve implementation and track progress over time.

[\[Insert Outcome Objectives\]](#)

C. Reporting Requirements

- a) Monthly, Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, Billing Online system
- b) Reporting content will be agreed upon during negotiation and will be based on the described methods for data collection, documentation, reporting, and service and outcome objective data.
- c) Ad-hoc reports will be made available upon request from DEC and/or the City within 24 hours (1 business day).

III. SUBMISSION REQUIREMENTS

A. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the proposal to HSARFP@sfgov.org. Electronic file title should include RFP number, agency name, number of files submitted i.e. 1 of 4. Proposals must be received by 5:00 p.m., on May 13, 2022. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.

B. Format

Proposals must be created using a word processing software (e.g. Microsoft Word, Corel WordPerfect, LibreOffice, FocusWriter, etc), text should be unjustified (i.e., with a ragged-right margin) using a 12 point serif font (e.g. -Times New Roman, and not Arial), and page margins should be at least 1” on all sides (excluding headers and footers).

C. Content

Organizations interested in responding to this RFP must submit the following information, in the order specified below. All proposals for funding must be developed using the format below. This is necessary so that all proposals can receive fair and equal evaluation. Proposals not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between proposals by the Proposal Evaluation Panel. The Respondent must ensure that the proposal addresses the Selection Criteria.

1. Table of Contents

Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively, and major sections must be indexed.

2. RFP Cover Page – (use form provided in Section XI)

Submit the cover page signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to

perform the commitments contained in the proposal.

3. Minimum Qualifications – up to 3 pages

All agencies submitting proposals for funding must provide a *Minimum Qualifications Narrative* describing in detail how the proposing agency meets each of the Minimum Qualifications. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review or award of contract. (refer to section IV, Item A)

4. Contracts (both public and private) – up to 2 pages

Agencies should submit a statement listing relevant contracts with a description of the services which have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a contract, including details and dates. Include any unresolved and/or outstanding findings from any program or fiscal/compliance visits done by the City. If no outstanding issues, provide a statement that your agency is in full compliance with program and fiscal monitoring. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

5. Program Approach – up to 10 pages

Description of your agency's specific program approach to deliver the services proposed in this RFP. In addition, please address the following:

- a) Description of your agency's specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs in this RFP (be sure to address all applicable items listed in Target Population, Scope of Work, and Service and Outcome Objectives).
- b) Identify any subcontractors and describe their responsibilities in the delivery of services.
- c) List and explain the specific service and outcome objectives to be accomplished and how they will be measured.
- d) Describe methods for data collection, documentation, and reporting on service and outcome objectives.

6. Organizational Capacity – up to 5 pages (not including resumes/job descriptions)

Description of your agency's ability to deliver the services proposed in this RFP. In addition, please address the following:

- a) Staffing Plan – Describe organizational structure and staffing patterns needed to provide the proposed services including program supervision and management. Attach job descriptions and resume of key program staff and clearly identify which staff position they occupy and provide written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval. Clearly identify whether services will be performed by existing staff or by proposed staff.
- b) Description of agency experience and staff skills related to working with the identified target population and program design.
- c) Service Site Plan – Describe the plan for location and hours of services and how target caseload capacity will be accommodated.
- d) Description of staff training plans to ensure services are provided in an efficient manner and service and outcome objectives are being achieved.

7. Fiscal Capacity (Budget) – up to 4 pages (excluding justification, cost allocation plan and audited financial statement)

Please refer to the instructions outlined in Section XIII and use only HSA, OECE, F5SF, or DEC approved budget forms. Provide Cost Allocation Plan and current audited financial statements.

The SF Human Services Agency, Office of Early Care & Education, First 5 San Francisco, and Department of Early Childhood (effective July 1, 2022) intends to award this contract to respondents that it considers will provide the best overall program services at a reasonable pricing structure. We reserve the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Using the budget forms, please provide the direct expenses for all proposed costs to be supported through this contract. Respondents must also provide a budget narrative that clearly explains the basis for each expense listed on the budget forms.

8. Service and Outcomes Objectives—up to 2 pages

Please refer to Section B Objectives above.

9. Completed Page Number Form (refer to Section XII)

IV. PROPOSAL EVALUATION CRITERIA

A. Minimum Qualifications (Pass/Fail)

Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.**

MQ #	Description
MQ1	Respondent has a minimum of 3 years of experience providing fiscal agent and administration or similar services in the public/private sector on behalf of entities with gross revenues of a minimum of \$5,000,000 annually.
MQ2	Respondent must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. An on-line client interactive system is preferred.
MQ3	Respondent has demonstrated experience implementing increasingly more complex initiatives over-time within the scheduled deadlines of the project or program.
MQ4	Must be willing and able to comply with the City contracting requirements set forth in Section VIII of this RFP.
MQ5	Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award.
MQ6	Respondent must be able to meet the City’s requirements for liability and bonding coverage in the minimum amount of one million dollars.
MQ7	Respondent does not currently receive city funding to provide direct early care and education services to children ages 0-5 in San Francisco.

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Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract.

Please note: Agencies submitting proposals that have previously been contracted by the City and County of San Francisco and/ or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP. **Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFP.** A letter self-verifying compliance is acceptable.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Total Possible Points: 100

Program Approach (35 points)

- 1) Does the respondent clearly describe the agency's specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs of the target populations in this RFP? (20 points)
- 2) Does the respondent describe specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, database management, documentation, and reporting on service and outcome objectives? (15 points)

Organizational Capacity (30 points)

- 1) Does the respondent demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the proposed services? (10 points)
- 2) Based on the experience and qualifications, do the staff of the organization have the necessary skills, training, and experience to successfully provide the services outlined in the RFP? Is the program sufficiently staffed to complete the scope of work? (10 points)
- 3) Does the agency have documented experience and a history of successfully providing the type of programming and/or services described in the RFP and/or demonstrated ability to implement new programming and/or services. Has the organization recently completed projects that successfully met all reporting requirements within a specified timeline? (10 points)

Fiscal Capacity (35 points)

- 1) Are the overall costs reasonable, and competitive with other proposals? Are specific costs are reasonable, justified, and competitive? Does the cost allocation support the services as proposed? (25 points)
- 2) The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, operating costs and capital costs (as appropriate). Is the budget correct and easy to understand? (10 points)

V. PRE-PROPOSAL CONFERENCE AND CONTRACT AWARD

A. Pre-Proposal Conference

Proposers are encouraged to attend a Pre-Proposal Conference on April 20, 2022, at 11:00am via teleconference. See bid announcement for details on how to join this meeting. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

The Human Services Agency will select a proposer with whom Agency staff shall commence contract negotiations. The selected proposal will be part of the final contract and will be used as a starting point for contract negotiations. The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Human Services Agency, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

C. Written Questions and Requests for Clarification

Proposers are encouraged to submit written questions before the due date stated in Section I.D. to the individual designated in Section VI.B. All questions will be addressed and any available new information will be provided in writing via email to proposers. All written questions must be submitted on or prior to April 22, by 3:00pm.

VI. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the Department, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by Addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of intent to request written modification or clarification of the RFP, must be directed to:

Candace Gray
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 500

C. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Solicitation Addenda

The City may modify this Solicitation, prior to the Proposal due date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Solicitation Addenda issued by the City prior to the Proposal due date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY THE PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

E. Proposal Term

Submission of a Proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

F. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time **before the deadline** for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer. At any time during the Proposal evaluation process, the Department may require a Proposer to provide oral or written clarification of its Proposal. The Department reserves the right to make an award without further clarifications of Proposals received.

G. Proposal Errors and Omissions

Failure by the Department to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

I. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

J. Proposer's Obligations under the Campaign Reform Ordinance

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1)

negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

K. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

L. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

M. Local Business Enterprise Goals and Outreach

Due to county and state funding for these services, LBE bid discounts will not be used in this RFP.

N. Other

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
 - a. Any condition set forth in this Solicitation;
 - b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
 - c. Delivery time(s).
2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall

be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

VII. CITY'S SOCIAL POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social Policy Requirements"). The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

A. Proposers Unable to do Business with the City

1. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this Solicitation are set forth below.

2. Administrative Code Chapter 12X

Subject to certain exceptions, Proposers are advised that this Solicitation is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a Proposer that (a) has its headquarters in a state that has enacted a law that perpetuates discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or (b) will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as "Covered States" under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available on the website of the City Administrator (<https://sfgsa.org/chapter-12x-state-ban-list>). Proposers will be required to certify compliance with Chapter 12X as part of their Proposal, unless the City determines that a statutory exception applies.

3. Administrative Code Chapter 12B

A Proposer selected pursuant to this Solicitation may not, during the term of the Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code

B. Health Care Accountability Ordinance

A Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each Covered Employee, an awarded Proposer shall provide the appropriate health

benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards are available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section.

C. Minimum Compensation Ordinance

A Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>.

D. First Source Hiring Program

A proposer selected pursuant to this solicitation shall comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code that apply to this agreement and an awarded proposer is subject to the enforcement and penalty provisions in Chapter 83.

E. Contractor Vaccination Policy

Proposers are advised that any contract awarded from this Solicitation is subject to the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration") dated February 25, 2020, and the Vaccination Policy for City Contractors ("Contractor Vaccination Policy") issued by the City Administrator. The Contractor Vaccination Policy requires employees of City contractors and subcontractors who spend substantial time working in close proximity to City employees while performing work under the contract at a City owned, leased or controlled facility ("Covered Employees") to be fully vaccinated or granted an exemption based on medical or religious grounds. Information about the Contractor Vaccination Policy is available on the City's website at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>. Proposers will be required to certify before contract award that they will comply with the Contractor Vaccination Policy if the resulting contract will be a Covered Contract under the Policy, unless the City determines that a waiver should be granted for the reasons stated in that Policy. The Contractor Vaccination Policy's requirements include, but are not limited to, the following:

1. Contractor shall identify its Covered Employees who are or will be performing Work or Services under this Agreement, and shall inform them of the COVID-19 vaccination requirements stated in the Contractor Vaccination Policy and the Emergency Declaration.
2. Contractor shall maintain a list of its Covered Employees by name and position, which list shall not include the employees' vaccination status. Contractor shall update the list as needed to show all current Covered Employees, and Contractor shall provide that list to the City on request.

3. Contractor shall be responsible for determining the vaccination status of any Covered Employees working for their subcontractors on a project. Contractor shall ensure that its covered subcontractors submit required information to the Contractor to ensure its covered subcontractors' compliance with the Contractor Vaccination Policy.
4. Proposer shall submit to the City the Attestation Form confirming its compliance with the Contractor Vaccination Policy before contract award. Contractors shall promptly submit to the City a completed Attachment A respecting any medical or religious vaccination exemptions granted to their Covered Employees, which shall be updated as needed.
5. Contractor shall coordinate with the City to confirm that the City can safely accommodate at its worksite any Covered Employee for whom the Contractor has granted a medical or religious vaccination exemption, which may include ensuring that exempt employees who are accommodated comply with any required health and safety protocols.

VIII. CONTRACT REQUIREMENTS

A. Contract Terms and Negotiations

The successful Proposer will be required to enter into the Agreement attached hereto as Attachment 1, City's Proposed Agreement Terms. **City's Proposed Agreement Terms are not subject to negotiation.** Failure to timely execute the Proposed Agreement, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the Proposed Agreement, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer and proceed against the original selectee for damages.

B. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

C. Insurance Requirements

1. Types and Amounts of Coverage. Without limiting Grantee's liability, Grantee shall maintain in force, during the full term of the grant agreement, insurance in the following amounts and coverages:
 - a. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
 - b. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
 - c. Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

If professionals are used as part of the grant agreement, professional liability will be required:

- d. Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

Grantees that will provide technology type services must provide Technology Errors and Omissions Liability insurance. Limits of insurance may be increased according to the Scope of Work, risk, and amount of contract:

- e. Technology Errors and Omissions Liability coverage, with limits of \$1,000,000 each occurrence and each loss, and \$2,000,000 general aggregate. The policy shall at a minimum cover professional misconduct or lack of the requisite skill required for the performance of services defined in the contract and shall also provide coverage for the following risks:
 - i. Liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, confidential social service information, protected health information or other personally identifying information, stored or transmitted in electronic form;
 - ii. Network security liability arising from the unauthorized access to, use of, or tampering with computers or computer systems, including hacker attacks; and
 - iii. Liability arising from the introduction of any form of malicious software including computer viruses into, or otherwise causing damage to the City's or third person's computer, computer system, network, or similar computer

related property and the data, software, and programs thereon.

2. Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:
 - a. Name as additional insured City and its officers, agents and employees.
 - b. Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.
3. Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.
4. Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
5. General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
6. Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above.

Failure to maintain insurance shall constitute a material breach of this Agreement.

7. Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
8. Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.
9. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.
10. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

D. Compliance with Other Laws

Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of the grant Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

IX. PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five (5) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest.

The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. All protests must be received by the due dates stated above. Protests must be delivered to:

Executive Director
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120
Trent.Rhorer@sfgov.org

X. STANDARD FORMS

A. How to become Eligible to Do Business with the City

Before the City can award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

C. Vendor Eligibility and Invoice Payment

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/>.

D. Supplemental Forms

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful proposer to demonstrate proof of insurance.
Local Business Enterprise Program Application (Contract Monitoring Division)	You desire to participate in the City's Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City's supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/>.

XI. RFP COVER PAGE

NAME OF ORGANIZATION(S): _____

ADDRESS: _____

DIRECTOR: _____

PHONE/FAX#: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

ANNUAL AMOUNT(S) REQUESTED: \$ _____

I understand that the San Francisco Human Services Agency (SF-HSA) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic copy to HSARFP@sfgov.org.

XII. PAGE NUMBER FORM

This form is to assist the review panel in finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

Evaluation and Selection Criteria		
	Minimum Qualifications	Page Number(s)
MQ1	Respondent has a minimum of 3 years of experience providing fiscal agent and administration or similar services in the public/private sector on behalf of entities with gross revenues of a minimum of \$5,000,000 annually.	
MQ2	Respondent must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. An on-line client interactive system is preferred.	
MQ3	Respondent has demonstrated experience implementing increasingly more complex initiatives over-time within the scheduled deadlines of the project or program.	
MQ4	Must be willing and able to comply with the City contracting requirements set forth in Section VIII of this RFP.	
MQ5	Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award.	
MQ6	Respondent must be able to meet the City's requirements for liability and bonding coverage in the minimum amount of one million dollars.	
MQ7	Respondent does not currently receive city funding to provide direct early care and education services to children ages 0-5 in San Francisco.	
Program Approach (35 points)		
A1.	Does the respondent clearly describe the agency's specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs of the target populations in this RFP? (20 points)	
A2.	Does the respondent describe specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, database management, documentation, and reporting on service and outcome objectives? (15 points)	
Organizational Capacity (30 points)		
B1.	Does the respondent demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the proposed services? (10 points)	
B2.	Based on the experience and qualifications, do the staff of the organization have the necessary skills, training, and experience to successfully provide the services outlined in the RFP? Is the program sufficiently staffed to complete the scope of work? (10 points)	
B3.	Does the agency have documented experience and a history of successfully providing the type of programming and/or services described in the RFP and/or demonstrated ability to implement new programming and/or	

	services. Has the organization recently completed projects that successfully met all reporting requirements within a specified timeline? (10 points)	
	Fiscal Capacity (35 points)	
C1.	Are the overall costs reasonable, and competitive with other proposals? Are specific costs are reasonable, justified, and competitive? Does the cost allocation support the services as proposed? (25 points)	
C2.	The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, operating costs and capital costs (as appropriate). Is the budget correct and easy to understand? (10 points)	

XIII. BUDGET FORMS AND INSTRUCTIONS

Budgets should be submitted in the standard HSA format. Forms are available at:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Click on “Human Services Agency” in the Department drop-down menu and then click the link for this RFP.

The following spreadsheets are in Excel. There are four (4) pages in the budget (in addition to the budget justification), as follows: Contract Budget Summary, Salaries and Benefits Detail, Operating Expense Detail, Capital Expenditure Detail.

Please note the Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Budget Justification is a narrative, which provides the detailed information and calculations supporting the amount allocated for each budget line item. There is no form provided for the Budget Justification. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

The Cost Allocation Plan is required. Respondents must follow the City’s cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

These guidelines provide general information. If further clarification or technical assistance is required, consult with your HSA Office of Contract Management Contract Manager.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Fiscal Agent & Administrator Services

Funding Source: 14% State; 86% Local

PSC Amount: \$6,000,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date 06/30/2024

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor is to provide fiscal agent and intermediary services to participants/programs qualified to receive Early Care & Education Workforce Development Compensation Initiatives funding to support the early educators of San Francisco. Contractor will disburse payments to participants/programs that successfully apply and meet specific criteria. Contractor will also issue payments to contracted providers for a series of ECE Workforce Compensation Initiatives including but not limited to: Wages, Educational Pathways, Higher Degree Attainment, Working Conditions, and Benefits. Contractor may also conduct fiscal payment transactions on behalf of the Human Services Agency (HSA), Office of Early Care & Education (OECE), First 5 San Francisco (F5SF), and the Department of Early Childhood (DEC) for other payments that are considered one-time-only miscellaneous services. Contractor must have a database and accounting infrastructure that allows for real-time data and reporting for all initiatives related to this strategic investment.

B. Explain why this service is necessary and the consequence of denial:

The Office of Early Care & Education will become the Department of Early Childhood (DEC), beginning July 1, 2022 when we are joined by First 5 San Francisco. As part of this merger and transition, OECE will be losing services that are currently being performed by the Human Services Agency (HSA), including but not limited to: assistance with contract procurement and management, processing invoices, work orders, issuing payments and advances to providers, etc. Unfortunately, OECE and First 5 lack the staffing to provide the scope of work necessary to distribute, monitor, and report on the Early Care & Education Workforce Development Compensation Initiatives that were developed after the passage of Baby Prop C on June 5, 2018. In time, DEC hopes to staff up and create a back office to handle these operational functions. However, the funding for Baby Prop C is urgently needed by early educators after being held up in court for years. At the request of Mayor Breed an Request for Applications (RFA) for this funding is supposed to be released prior to April 28, 2022, with grants beginning on July 1, 2022. Therefore, the Early Care & Education Workforce Compensation initiatives urgently needs to contract with a dedicated fiscal agent and administrator to distribute, monitor, and report on the funding initiative. In addition, payments, reconciliation, and reporting will have peaks in workload commencing at the end of each quarter and therefore would not be feasible to have dedicated classifications to complete this work. Failure to contract these services will further delay the start of the initiatives and exacerbate frustrations of San Francisco's early care and education community.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, this service has been provided in the past for another City & County of San Francisco Department (see PSC-49329 1819 attached).

D. Will the contract(s) be renewed?

The need to renew will be dependent on having the staffing necessary to execute the scope of work necessary for the Early Care & Education Workforce Development initiatives.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

The Office of Early Care and Education (OECE) and First 5 San Francisco Children and Families Commission (F5SF) will unite under a new Department of Early Childhood (DEC) effective July 1, 2022. Summer 2022 marks the official unification of the Office of Early Care and Education (OECE) and First 5 San Francisco Children and Families Commission (F5SF) under a new Department of Early Childhood (DEC). As part of this transition DEC will need to hire a team to handle the operations including all back office duties (i.e. budget, advances, invoicing, contract procurement, work orders, contract monitoring, etc.). In addition, the work will be intermittent with quarterly payments, reporting, and reconciliation that would be fiscally irresponsible to have full-time civil service employees assigned to do the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requirement of a minimum of three years demonstrated experience in fiscal intermediary and reporting services in the public/private sector for entities with gross revenues of a minimum of \$5,000,000 annually. Provider must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. Have sufficient working capital to provide fiscal services prior to reimbursement at no additional cost to the City and County of San Francisco. The contractor also must have the ability to review detailed information from the CA Workforce Registry in order to verify educational attainment, hours worked, role, wage information, and produce reports on changes and impact that occur throughout the duration of these targeted initiatives.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department does not have the administrative capacity or internal resources to manage direct payments to providers as part of these initiatives in a timely manner. Also, payments are intermittent and irregular, with a quarterly advance and reconciliation for changes during the fiscal year. Therefore, it is not practical to create the administrative capacity to manage the disbursements.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
No specific civil service class currently has the capacity nor equipment to facilitate the payment processes across the many providers that is required to be disbursed payments in advance and intermittently throughout the fiscal year. Especially as new initiatives are phased in to compliment exiting efforts related to the early education workforce in San Francisco.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the fiscal services being intermittent.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Training and technical assistance will be provided for end users by the contractor.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 04/20/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Anthony Tyson Phone: 203-814-4361 Email: anthony.tyson@sfgov.org

Address: 1650 Mission Street, Suite 312 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49619 - 21/22

DHR Analysis/Recommendation:

action date: 08/15/2022

Commission Approval Required

Approved by Civil Service Commission

08/01/2022 DHR Approved for 08/01/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Fiscal Intermediary Services

Funding Source: 41% Federal; 3% State; 56% Local

PSC Amount: \$3,854,263

PSC Est. Start Date: 07/01/2016

PSC Est. End Date 06/30/2021

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor is to provide fiscal intermediary services to process payments to community-based organizations (CBOs) that are contracted separately in the Individual Referral (IR) program and the CalWORKs Information and Referral Program. Contractor will disburse payments to nonprofits that successfully enroll, complete, and place participants through these vocational training programs for the purpose of enhancing the participants employment training, job placement and retention. Contractor may also conduct fiscal payment transactions on behalf of the Human Services Agency for other fiscal uses that are one-time-only miscellaneous services.

B. Explain why this service is necessary and the consequence of denial:

Fiscal intermediary service is necessary because payments are dispersed immediately to community-based organizations participating in these vocational training programs that will help to assist eligible CalWORKs, PAES, and RCA recipients with employment training, job placement and retention. There will be several CBO nonprofits contracted under these vocational programs, each nonprofit with several payment transactions per client per month, that will require funds to be dispersed on demand. The use of a fiscal agent/intermediary service will allow HSA to quickly and effectively issue payments as service outcomes are met. It is also difficult to anticipate the number of trainees and completions at the outset. Failure to provide this service may cause a backlog in payments to the nonprofits and would impair the programs' successful outcomes to provide vocational training to CalWORKs, PAES, and RCA recipients.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The fiscal intermediary service was provided in a previously approved PSC #2006-08/09.

D. Will the contract(s) be renewed?

The contract is currently at the end of its three year term; it is being renewed for two years.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

This new PSC 49329-1819 is created to replace the old umbrella PSC 2006-08/09.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The required services are intermittent and irregular. Fiscal intermediary services are as-needed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requirement of a minimum of three years demonstrated experience in fiscal intermediary and reporting services in the public/private sector for entities with gross revenues of a minimum of \$5,000,000 annually. Provider must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. Have sufficient working capital of at least \$500,000 to provide fiscal services prior to reimbursement at no additional cost to the City and County of San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1630, Account Clerk;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide web portal to initiate payments and will immediately disperse payments directly to nonprofits of the vocational programs. Contractor is responsible to issue payments and yearend 1099 to payees. In addition, contractor will provide HSA fiscal/accounting reporting related to all fiscal transactions.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department does not have the administrative capacity or internal resources to manage payments to the nonprofits whom have participants meeting the vocational training outcomes to issue payments in a timely and immediate manner. It is not possible to know the number of trainees and completions from each CBO at the outset. Also, payments are intermittent and irregular, but require immediate disbursement, so it is not practical to create the administrative capacity to manage the disbursements.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
No specific civil service class currently has the capacity nor equipment to facilitate the payment processes across the several nonprofits that is required to disburse payments immediately, but occurs intermittent and irregularly.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, since fiscal services are too intermittent and irregular.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided for this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Current contract was under a previously approved umbrella PSC #2006-08/09; this new PSC is created intended specifically for fiscal agent and intermediary services for this contract.

7. **Union Notification:** On 04/03/2019, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU, Local 1021 H-1 Fire-Rescue Paramedics

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49329 - 18/19

DHR Analysis/Recommendation:

action date: 07/15/2019

Commission Approval Required

Approved by Civil Service Commission

07/15/2019 DHR Approved for 07/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Equipment and Software Maintenance and Support Services

Funding Source: Operating Funds

PSC Duration: 5 years 1 day

PSC Amount: \$500,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractors will perform scheduled and as-needed maintenance and support services for a variety of Fire Safety Systems equipment and programming systems in use at the San Francisco Fire Department stations. As technology advances, equipment and systems that are used in the day-to-day operation of Fire Alarm Systems are becoming increasingly more complicated and integrated with other devices and systems.

Often, in addition to proprietary characteristics of the equipment, Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected information from devices. Systems which need maintenance will include fire alarm and sprinkler systems.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order to maintain equipment and programming systems in use at the San Francisco Fire Department. This will prolong the life of the equipment, and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. Denial will result in equipment that does not work and would put the lives of personnel at risk. In addition, the Department would not be able to operate and provide for the daily function of operations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has not been provided previously. The need for these services applies to new technology in Fire Alarm Systems that have been recently installed in new fire station constructions. The warranty period for many of these systems are coming up on expiration, and the need for more regular maintenance is falling on the Fire Department.

D. Will the contract(s) be renewed?

Yes

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The PSC is five years, because there will be an ongoing need to maintain Fire Alarm Systems in use at the San Francisco Fire Department, and to procure customized support services. Equipment and software are needed for Fire Alarm Systems, and the City does not have the resources to maintain this equipment and software.

2. **Reason(s) for the Request**

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- B. Explain the qualifying circumstances:

Equipment must be maintained on a scheduled basis. Preventive maintenance or as-needed repairs for each equipment occur on an infrequent schedule, and given the wide variety of equipment in use it would be impractical to staff multiple positions with expertise on multiple types of equipment on a full time basis. Contractors will supply the personnel, and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

3. **Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: The National Fire Protection Association (NFPA) codes 25 and 72 state "all inspection, testing, and maintenance of fire alarm systems shall conform to the equipment manufacturer's recommendations". Simplex branded Fire Alarm Systems are exclusive technologies to Johnson Controls Fire Protection, thus the manufacturer's recommendation states that only factory-trained technicians shall inspect and service Simplex branded equipment and & programming software.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1093, IT Operations Support Admn III; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7362, Communications Systems Tech; 7368, Senior Comm Systems Technican; 7430, Asst Electronic Main Tech; 1093, IT Operations Support Administrator III ;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractors must be trained or authorized to repair the equipment in question. In addition, the contractors in many cases are or must be the Original Equipment Manufacturer (OEM). The National Fire Protection Association (NFPA) codes 25 and 72 further state that "service personnel shall be qualified and experienced in the inspection, testing, and maintenance of fire alarm & sprinkler systems" and defines qualified personnel as "factory trained and certified". Currently, Johnson Controls Fire Protection is the only service provider with technicians that have current factory training certifications on all Simplex branded fire safety equipment. Due to the specific nature of the fire alarm systems relative to the fire sprinkler systems installed at San Francisco Fire Department fire stations, it is highly recommended that Johnson Controls Fire Protection inspects and services these systems to maintain operational reliability and service provider accountability. The fire sprinkler systems are integrated with regard to the testing, maintenance and servicing of the Simplex branded Fire Alarm Systems.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

When applicable, there are City resources which can repair equipment. However, for the Fire Alarm Systems in use by the Department, it would be impractical to have City resources maintain all equipment.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because of the wide range of equipment and systems that need repair, support or integration services. The City would need specialized staff to repair individual pieces of equipment that may only be needed for a specific task or purpose.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Due to the broad scope of equipment in use by the Department it would be impractical to hire additional staff to service each piece of equipment based on manufacturer standards. City resources do work with manufacturers and may have opportunities to receive training and educational opportunities from manufacturer.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No. City workers may receive as-needed trainings and certifications by the Original Equipment Manufacturers. Due to the wide range of equipment and multiple Original Equipment Manufacturers involved it is not possible at this time to provide a training plan with much specificity.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/22/2022, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscellaneous; SEIU Local 1021

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 2nd Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40212 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Koestenbaum, Elissa (FIR)

From: dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Thursday, December 22, 2022 5:49 PM
To: Walters, Elaine (FIR); max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40212 - 22/23

RECEIPT for Union Notification for PSC 40212 - 22/23 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 40212 - 22/23 for \$500,000 for Initial Request services for the period 03/01/2023 – 02/29/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrDrupal/node/19583> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: professional Services

Funding Source: Federal, state and local

PSC Amount: \$300,000

PSC Est. Start Date: 02/01/2023

PSC Est. End Date 06/30/2024

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

A robust training offering to level set and level up staff's equity knowledge, understanding, and leadership on equity issues,

as well as ad hoc advising for SFHSA's leadership team. This training series and advising sessions will empower SFHA's full team build skills necessary to engage in generative discussions, embody equity and drive positive impact for the communities we serve. Work includes both Learning and Development and Leadership Advising. This assists in the implementation of HSA's Racial Equity Plan

B. Explain why this service is necessary and the consequence of denial:

Without a racial equity consultant, we would be unable to meet the deadline for implementation of our Racial Equity Plan, nor offer staff the essential training, support, deep analysis and fact finding necessary for the success of the plan. The role of the racial equity consultant will be to build capacity about racial equity issues and tools within our department. Ultimately our clients would suffer.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a new services

D. Will the contract(s) be renewed?

Perhaps, based on the results of the scope of work and funding available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The Mayor has prioritized racial equity as City wide goal and independence and non bias are key to providing these services to the Department

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Qualifying consultants would have expertise with racial equity-specific program design and facilitation, organizational development, human resource management, as well as specific experience working with municipal governments. Needed expertise in social, physical and economic structure of San Francisco's diversity.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1824, Pr Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

We have worked with the Office on Racial Equity but it is critical these services be unbiased and not City employees, due to the nature of the work.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
A racial equity consultant has specific knowledge and tools around racism, racial equity, implicit bias and structural racism. There is no civil service class for this work and it's also critical the folks doing the work remain unbiased and uninfluenced due to City employment
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the nature of the work, it is critical to have an outsider perspective.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. two 90 minutes sessions through Zoom for at first, managers and directors, facilitated brown bag discussions to follow
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 12/12/2022, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: johanna_gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street Suite 500 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41523 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Monday, December 12, 2022 11:19 AM
To: Gendelman, Johanna (HSA); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Gendelman, Johanna (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41523 - 22/23

RECEIPT for Union Notification for PSC 41523 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 41523 - 22/23 for \$300,000 for Initial Request services for the period 02/01/2023 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrDrupal/node/19539> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: professional Services

Funding Source: Federal, state and local

PSC Amount: \$3,000,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2028

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contract will be used to pay for licenses, hosting and maintenance for a technology system used to manage client referrals to employment services for the Human Services Agency/Workforce Division, as well as to manage job search and job placement assistance. The contract will also be used to pay for technical support that may be needed during the life of the contract, such as training and assistance developing new features and functionalities.

The system will track and report on the employment placement activities of several populations, including CalFresh Employment & Training, CalWORKs Welfare to Work, Refugee Employment Services, Foster Care Youth employment services, non-aided job seekers and others served by the Workforce Development Division staff of the San Francisco Human Services Agency.

B. Explain why this service is necessary and the consequence of denial:

The Launchpad technology is critical to delivering workforce, education, behavioral health, and other supportive services to HSA clients in an efficient and effective manner. This system enables HSA staff to refer clients electronically to services delivered by contracted partners and other city agencies. Once HSA staff make a referral, partners can access the system to view the referral and make updates to the record, informing HSA about the clients' enrollment, status, and outcomes. In addition, HSA Workforce Development staff use Launchpad to manage relationships with employers and place clients into jobs. Specifically, Launchpad helps HSA staff manage the steps from an employer posting a job opening, to clients applying for and interviewing for the jobs, obtaining a job offer, and starting the job. In addition, Launchpad is used to manage the invoicing process for the Jobs Now subsidized employment program, as well as other types of payments. Since Launchpad is built on a Salesforce platform, HSA staff trained in Salesforce can make updates to the system without needing extensive coding abilities. HSA staff can quickly make updates to the system in response to programmatic changes. In addition, Launchpad has a data feed from the CalWIN data system, as well as a feed from a child care management system. This enables HSA staff to view child care information that they did not previously receive, reduces data entry for staff, and also helps to increase the accuracy of the data. Launchpad replaced numerous paper forms and disparate tracking sheets and data systems that were difficult to synthesize and use for reporting and oversight. Without Launchpad, HSA would need to revert back to such inefficient systems or it would need to rebuild the system, which would be costly and time-consuming.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services were previously approved through PSC 43367 - 17/18.

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The IT services needed are proprietary and very specialized

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in Salesforce Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

HSA staff have consulted with experts and staff from other counties and attended conferences where they have had the opportunity to view technology systems used by other counties and states. Because employment services differ substantially across counties and states, technology systems tend to be customized to the needs of the specific locality. As such, HSA staff have not encountered any system that has the capabilities of Launchpad or could be easily customized to meet the needs of SFHSA.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The scope of work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. It would be train the trainer. Launchpad would likely train HSA system administrators, who would then train staff. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.

C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/12/2022, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street Suite 500 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45611 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Monday, December 12, 2022 10:23 AM
To: Gendelman, Johanna (HSA); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Gendelman, Johanna (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45611 - 22/23

RECEIPT for Union Notification for PSC 45611 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 45611 - 22/23 for \$3,000,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19537> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Information Technology System Solutions

Funding Source: County, State, Federal

PSC Amount: \$26,000,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 06/30/2023

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

B. Explain why this service is necessary and the consequence of denial:

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services were previously approved through PSC 2006-08/09.

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Generally, the HSA issues solicitations and contracts for an initial 3 year period with an option to renew for an additional 2 years depending on performance, need, and fund availability.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

This PSC is being created to divide the HSA's previous grouped supportive services PSC in to a more definitive IT system services PSC. We are narrowing the focus of existing PSCs for existing contracts.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

These services are highly specialized and mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?
If so, please explain.
Yes.

7. **Union Notification:** On 01/24/2018, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU Local 1021

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission St #300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

action date: 05/07/2018

Commission Approval Required

Approved by Civil Service Commission

05/07/2018 DHR Approved for 05/07/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Professional services

Funding Source: Federal, state and local

PSC Amount: \$500,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2025

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Consulting services to develop, provide and implement a new resource family recruitment plan and related services for Family and Children's Service (FCS), a division of San Francisco Human Services Agencies. The services include research, design and implementation of recruitment campaign. Contractor will approach the project in multiple phases: Strategy, Concepting, Production and Optimization/Maintenance.

B. Explain why this service is necessary and the consequence of denial:

Resource families provide youth with an opportunity to grow and develop in a family environment. Finding families ready to look after these children is one of the most important responsibilities of the child welfare system. FCS must recruit and maintain a pool of well-trained and well-supported resource families, who are willing to take care of children with very diverse profiles and needs. FCS is at a critical point in need for resource families, as currently more than half of San Francisco foster youth are placed outside the City. If a child must be separated from their home, they are also frequently removed from their school, siblings and neighbors. This can be traumatic for children who have already experienced separation from their families. The City has an urgent need for new foster parents to help keep kids in their communities and in San Francisco. The result of denying these services would be continued insufficiency of placements of foster children and the trauma experienced by each family where a child is placed far away from their community.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This foster parent campaign was begun in 2018 and the goal was for 100 new foster families. We recruited 52 since then and face a significant need for specialized homes such as for teenagers, children with high medical needs, etc.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

This will be a time limited medial campaign with the ability to purchase media, which the department lacks

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Data analysis and research skills. Designing comprehensive resource family recruitment and retention plan. Marketing/advertising skills. Graphic design skills. High level communication materials in a wide variety of forms. Ability to purchase media services in the public sector

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5322, Graphic Artist; 9252, Communications Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The actual media (television, radio and print) in which the ads will be placed.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

These services are not available within the City.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Scope of work is urgent, time sensitive and requires quick expertise and planning. The Department lacks the capacity necessary to deliver a timely, coordinated media plan and its execution.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the majority of the work will be media buys, which are not in the civil service scope

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Explanation of training has not been provided by the department

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/14/2022, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; SEIU 1021
Miscellaneous; SEIU Local 1021

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS
FORM IS COMPLETE AND ACCURATE:

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, Suite 500 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46165 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Wednesday, December 14, 2022 3:19 PM
To: Gendelman, Johanna (HSA); max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; Laxamana, Junko (DBI); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Gendelman, Johanna (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46165 - 22/23

RECEIPT for Union Notification for PSC 46165 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 46165 - 22/23 for \$500,000 for Initial Request services for the period 07/01/2023 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19552> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Strategic planning for Resource Family RecruitmentFunding Source: State and FederalPSC Amount: \$898,000PSC Est. Start Date: 07/01/2018PSC Est. End Date 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will partner with HSA staff to implement recommendations the Agency's resource family recruitment plan. The recruitment plan is part of a series of major service components. They are:

1. Data Analysis and Research Services
2. Marketing/Advertising Development
3. Recruitment Plan Development and execution
4. Provision of advertising, such as MUNI/BART ads, social media, billboard and/or posters

B. Explain why this service is necessary and the consequence of denial:

Resource families provide youth with an opportunity to grow and develop in a family environment. Finding families ready to look after these children is one of the most important responsibilities of the child welfare system. Family and Children's Services (FCS) must retain and recruit a pool of well-trained and well-supported resource families, who are willing to take care of children with very diverse profiles and necessities. FCS is at a critical point in their need for resource families, in response to State Legislation on Continuum of Care reform (CCR), outlined in Assembly Bill 403. A key concept of CCR is based on research that indicates family care is essential for foster children in order to develop successfully and improve outcomes. Consequently, CCR seeks to increase family home settings for children in foster care and limit the use of congregate care (group homes) As of January 2016, San Francisco County had 869 children in out of home care. Of these children, 77 were placed in facility based licensed care (group homes) and 348 were placed in family based licensed care (foster homes) and Relative/NREFM homes, with the remainder split among other placements such as Foster Family Agencies (FFA) and Guardian homes. As such, FCS has a need for a consultant to partner with FCS staff and/or management to immediately develop and implement a new resource family recruitment plan, as well as provide other related services. These efforts will be part of a multi-year, multi-pronged approach geared toward increasing the number of children that will achieve permanency in San Francisco County. The result of denying the contract will be continued insufficiency of placements for foster children.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

No strategic plan previously developed or implemented in past decade.

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- B. Explain the qualifying circumstances:

HSA is experiencing a lack of available resource families for children in care; leading to children being placed out of county, far away from kin. With the State-wide initiative of Continuum of Care reform (Assembly Bill 403), all counties must build increased capacity of resource family home and limit the use of congregate care. HSA does not have the infrastructure or capacity to implement multi-media resource family recruitment plan

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Data analysis and research skills Designing comprehensive resource family recruitment and retention plan Marketing/advertising skills Graphic template skills High level communication materials in wide variety of forms Ability to purchase media services in the public sector
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 5322, Graphic Artist; 9252, Communications Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The actual media (television, radio, and print) in which ads will be placed.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not applicable.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Scope of work is time sensitive requiring quick expertise and planning. The Department lacks the capacity necessary to deliver a timely, coordinated media plan. Majority of funding is the purchasing and placing of actual advertisements, such as billboards, posters, social media, bus/MUNI/BART ads-City does not have capacity,
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, need for foster parent recruitment campaign in not continuing work. Majority of costs in service are for media buys; not in civil service scope.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. at this point in the service, coaching and/or training to staff would not be provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/07/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association; SEIU 1021 Miscellaneous

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40323 - 17/18

DHR Analysis/Recommendation:

action date: 10/15/2018

Commission Approval Required

Approved by Civil Service Commission

10/15/2018 DHR Approved for 10/15/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As-Needed Real Estate and Related Professional Services

Funding Source: Port Operating Budget

PSC Duration: 3 years

PSC Amount: \$600,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The Port seeks to contract with four firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

B. Explain why this service is necessary and the consequence of denial:

The Port of San Francisco relies primarily on revenue derived as developerconduit/landlord for the San Francisco waterfront. As such, it is necessary to procure highly skilled expertise in waterfront real estate and maritime relatedregulatory planning to manage its revenue generating resources. This expertise is not readily available through city civil service resources and continuity isrequired to maintain the momentum in the time sensitive development process. Denial of this request would delay existing initiatives and impede revenuegeneration for the Port.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Previous PSC41779-15/16, CSC Action 3/07/2016.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The services requested through this solicitation are as-needed to assist with real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases. Port staff has previously received Civil Service Commission to contract for this work in PSC #41779-15/16.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability in performing real estate negotiations, site investigation and analysis, financial feasibility analysis, development cost forecasting, market and site feasibility analysis, entitlement feasibility analysis, marketing and leasing strategic planning, pre-development architectural designs, lease management analysis, highest and best use analysis, development and land use planning, public/private partnership development transaction structure, public/private partnership development, planning and negotiation, supply-demand analysis, economic impact analysis, commercial/industrial/residential/maritime use analysis, commercial market analysis, maritime market analysis, local, regional and national development trends for maritime development, asset management, public financing mechanisms, historic preservation, site and master planning, urban design, architecture, maritime and surface transportation planning and analysis, and community relations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 5283, Planner 5; 5288, Transportation Planner II; 5620, Regulatory Specialist; 9377, Feasibility Analyst, Port; 9386, Senior Property Manager, Port; 9395, Property Manager, Port;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Because the expertise in specific disciplines sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not within the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available within the City, such as lease negotiation support. In the past, Port staff notify other City departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
- The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity, but may be assigned to undertake a portion of the work themselves and/or will direct the work to the consultant.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, civil service classes already exist.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No. The work associated with this contract is performed as one time and associated with specific development projects on Port property. There are no training opportunities related to this work.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/11/2023, the Department notified the following employee organizations of this PSC/RFP request:

Carpet, Linoleum & Soft Tile; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40048 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 40048 - 22/23

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>

Wed 1/11/2023 8:27 AM

To: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;anthony@dc16.us <anthony@dc16.us>;tony@dc16.us <tony@dc16.us>;Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 40048 - 22/23 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

40048 - 22/23 for \$600,000 for Initial Request services for the period 03/15/2023 – 03/14/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19743> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Re: RESPONSE REQUESTED: Receipt of Notice for new PCS over \$100K PSC # 40048 - 22/23

Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>

Fri 2/24/2023 12:56 PM

To: wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; anthony@dc16.us <anthony@dc16.us>; tony@dc16.us <tony@dc16.us>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>

Good Afternoon,

Please be reminded that if you have any objections to the correction to PSC #40049 22/23 described below they should be registered by COB today!

Thank you for your consideration,

Alysabeth Alexander-Tut (she/her/hers)

Acting Contracts and Procurement Manager

The Port of San Francisco

From: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>

Sent: Wednesday, February 22, 2023 5:16 PM

To: WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; anthony@dc16.us <anthony@dc16.us>; tony@dc16.us <tony@dc16.us>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>

Subject: RESPONSE REQUESTED: Receipt of Notice for new PCS over \$100K PSC # 40048 - 22/23

Dear Union Representatives,

Please confirm the below and please register any objections by COB 2/24/2023.

The Port mistakenly called PSC #40048-22/23 "As-Needed Environmental and Planning Services" instead of "As-Needed Real Estate and Related Professional Services."

The remainder of the descriptions in the PSC are correct, only the title was in error.

For your convenience, I have included the concise description of the proposed work which remains unchanged from the original:

The Port seeks to contract with four firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community

relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

Thank you for your consideration,

Alysabeth Alexander-Tut (she/her/hers)

Acting Contracts and Procurement Manager
The Port of San Francisco

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>

Sent: Wednesday, January 11, 2023 8:24 AM

To: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; anthony@dc16.us <anthony@dc16.us>; tony@dc16.us <tony@dc16.us>; Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 40048 - 22/23

RECEIPT for Union Notification for PSC 40048 - 22/23 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 40048 - 22/23 for \$600,000 for Initial Request services for the period 03/15/2023 – 03/14/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19743> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Professional Services - Real Estate Economics and Related Services

Funding Source: Port Operating Budget PSC Duration: 4 years
PSC Amount: \$3,000,000 PSC Est. Start Date: 04/01/2016 PSC Est. End Date: 03/31/2020

1. Description of Work

A. Scope of Work:

The Port seeks to create a pre-qualified pool of four (4) firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

B. Explain why this service is necessary and the consequence of denial:

The Port of San Francisco relies on revenue derived as developer conduit/landlord for the San Francisco waterfront. It is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage revenue generating resources. The Port needs outside technical assistance on an intermittent basis to supplement in-house staff capacity and expertise and/or for negotiation support of Public-Private Development Projects. Use of classified civil service staff would not be practical nor cost effective even if the specialized expertise was readily available. The Port is seeking consultant expertise in specialized core service areas. Denial would delay existing initiatives and impede revenue generation for the Port.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
Previous PSC 4015 - 11/12, CSC Action 8/01/2011

D. Will the contract(s) be renewed? No.

2. Union Notification: On 10/07/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engr:

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41779 - 15/16

DHR Analysis/Recommendation:

03/07/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/07/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Please see attached 'Additional Information.'

B. Which, if any, civil service class(es) normally perform(s) this work?
1820,1822,5262,5268,5272,5274,5277,5278,5283,5291,5293,5620,9377,9386,9395,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Please see attached 'Additional Information.'

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service Classes already exist.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
No. The contractor will provide specialized expertise on an intermittent basis | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/08/2016 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

PSC #41779 – 15/16
REGULAR – INITIAL REQUEST

Additional Information:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license (as applicable), skill and ability in performing real estate negotiations, site investigation and analysis, financial feasibility analysis, development cost forecasting, market and site feasibility analysis, entitlement feasibility analysis, marketing and leasing strategic planning, pre-development architectural designs, lease management analysis, highest and best use analysis, development and land use planning, public/private partnership development transaction structure, public/private partnership development, planning and negotiation, supply-demand analysis, economic impact analysis, commercial/industrial/residential/maritime use analysis, commercial market analysis, maritime market analysis, local, regional and national development trends for maritime development, asset management, public financing mechanisms, historic preservation, site and master planning, urban design, architecture, maritime and surface transportation planning and analysis, and community relations.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity, but may be assigned to undertake a portion of the work themselves and/or will direct the work to the consultant.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Securing Shredding Services

Funding Source: Hospital Funds and General Funds

PSC Duration: 9 years 1 day

PSC Amount: \$10,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor will provide secure document and other media destruction services for the Department of Public Health. services will include the provision of secured collection bins throughout Department facilities, and the labor required to transport the bins to a secured description point and typically a larger truck that is on site and has a secured area to destroy the items. The services will be required to be provided in compliance will all The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements.

B. Explain why this service is necessary and the consequence of denial:

The services are necessary in order to properly dispose of documents and other media (CD's DVD's etc.) in a highly secured manner so that the Department may remain in compliance with all regulations required by The Health Insurance Portability and Accountability Act of 1996 (HIPAA). Failure to have a contract for these services will mean that the Department will not be in compliance with applicable rules and regulations, leading to possible fines and sanctions.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The services are performed under the purchases order process. This contract will bring the services under a standard City contract.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The requested PSC approval is in excess of five years, because the City does not have the required specialized equipment to securely destroy documents and other media that require secured, shredding services. Required equipment such as specialized shredders, secure bins, and vehicles will be provided by the contractor.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The Contractor will provide all required collection bins, and will also provide all the required labor to transport and empty the bins in a secure shredding vehicle that is also provided by the contractor.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor must have staff and equipment to service an integrated health network. this includes sufficient staff to collect, transport and destroy in a secure manner documents and other media. secure documents
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes the Contractor will provide all required collection bins, and will also provide all the required labor to transport and empty the bins in a secure shredding vehicle that is also provided by the contractor.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The City does not employ a specific classification for secure document destruction specialist.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service are not applicable because the City lacks the specialized equipment required to carry out the services in an efficient manner. Specifically, the City does not have the bins, the specialized equipment including vehicles, or dedicated secured space to have onsite shredding. in addition, when disposing of information that requires secure destruction the chain of custody is best if it is performed by one entity in order to ensure that that items have been securely destroyed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not practical to for the City to adopt a new class for this service because the services are specialized and require the use of specialized equipment and resources the City does not have.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. City staff will not receive direct training on the services. They may be instructed on how to use the provided secured collection bins however will receive no specialized training. City employees will be trained by City (Department staff) on when it is required to use secured shredding services as part of annual compliance training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/05/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41411 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@sfdph.org
Sent: Monday, December 5, 2022 5:31 PM
To: Hiramoto, Kelly (DPH); dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41411 - 22/23

RECEIPT for Union Notification for PSC 41411 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41411 - 22/23 for \$10,000,000 for Initial Request services for the period 01/01/2023 – 12/31/2031. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19525> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Fw: Receipt of Notice for new PCS over \$100K PSC # 41411 - 22/23

Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Mon 12/19/2022 12:02 PM

To: Larry Mazzola Jr. <larryjr@ualocal38.org>; pfinn@ibt856.org <pfinn@ibt856.org>

Cc: Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Dear Mr. Mazzola and Mr. Finn,

Please see Union Notification for PSC #41411 - 22/23 below.

The PSC is attached for your review.

Thank you.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager
SF Department of Public Health

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Sent: Monday, December 5, 2022 5:30 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; dtuttle@oe3.org <dtuttle@oe3.org>; dtubble@oe3org <dtubble@oe3org>; pkim@ifpte21.org <pkim@ifpte21.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Pierre King - UAPD <pking@UAPD.com>; president@sanfranciscodsa.com <president@sanfranciscodsa.com>; max.porter@seiu1021.org <max.porter@seiu1021.org>; kennethlomba@gmail.com <kennethlomba@gmail.com>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; mdennis@twusf.org <mdennis@twusf.org>; roger marengo <rmarengo@twusf.org>; pwilson@twusf.org <pwilson@twusf.org>; cmoyer@nccrc.org <cmoyer@nccrc.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; mjayne@iam1414.org <mjayne@iam1414.org>; Emanuel, Rachel (DEM) <rachel.emanuel@sfgov.org>; laborers261@gmail.com <laborers261@gmail.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; anthony@dc16.us <anthony@dc16.us>; mlobre@sfpoa.org <MLobre@sfpoa.org>; @sfpoa.org <@sfpoa.org>; tracym@sfpoa.org <tracym@sfpoa.org>; mleach <mleach@ibt856.org>; rooferslocal40@gmail.com <rooferslocal40@gmail.com>; sal@local16.org <sal@local16.org>; Criss@sfmea.com <Criss@sfmea.com>; Julie.Meyers@sfgov.org <Julie.Meyers@sfgov.org>; Stan Eichenberger <seichenberger@local39.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jb@local16.org <jb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconciello@sfwater.org <Kbasconciello@sfwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; MRainsford@local39.org <MRainsford@local39.org>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; pkim@ifpte21.org <pkim@ifpte21.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sffdlocal798.org <gail@sffdlocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; smcgarry@nccrc.org <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; bart@dc16.us <bart@dc16.us>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; oashworth@ibew6.org <oashworth@ibew6.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; laborers261@gmail.com <laborers261@gmail.com>; local200twu@sbcglobal.net <local200twu@sbcglobal.net>; speedy4864@aol.com <speedy4864@aol.com>; christina@sfmea.com <christina@sfmea.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; Thomas Vitale <thomas.vitale@seiu1021.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 41411 - 22/23
Page 89

RECEIPT for Union Notification for PSC 41411 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41411 - 22/23 for \$10,000,000 for Initial Request services for the period 01/01/2023 – 12/31/2031. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19525> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Provision of a Comprehensive Biomedical Equipment Maintenance Program

Funding Source: General Funds and Hospital Funds

PSC Duration: 4 years

PSC Amount: \$8,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor will provide a comprehensive biomedical maintenance and management program for the variety of biomedical equipment in use at the the Department of Public Health. Specifically, the contractor will service Laguna Honda Hospital and other locations including but not limited to the health centers, San Francisco General (when not provided by the University of California), and any other unit that uses biomedical equipment at the Department. The Contractor will inventory all equipment, and evaluate current maintenance procedures and then establish a plan to ensure as-needed maintenance and a preventive maintenance program is implemented. Contractor also will repair equipment per Original Equipment Manufacturer (OEM) specifications, or when feasible, send the equipment to OEM's or authorized service providers for repairs.

B. Explain why this service is necessary and the consequence of denial:

In order to operate an integrated health network it is essential that all biomedical equipment is cataloged, and undergoes scheduled and preventative maintenance. If the service is denied, then the Department will have to manage multiple sites that require biomedical support or will manage the services needs on a case by case basis. This ad-hoc approach is both difficult and inefficient and could lead to gaps in the provision of services which will lead to the degradation of performance and impact service delivery to clients and patients.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Currently similar services for San Francisco General are provided by the University of California under the auspices of the Affiliations Agreement. The University will continue to provide these services at San Francisco General Hospital. The new contractor will provide services primarily at Laguna Honda Hospital and other Department locations.

D. Will the contract(s) be renewed?

Yes if there is a continued need.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The services have not been provided by the City because the services are highly specialized and would require staff that are certified by many Original Equipment Manufacturers in order to maintain applicable equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor shall have on staff technicians that are qualified to services a wide range of biomedical equipment per the Original Equipment Manufacturers (OEM) standards. Contractor shall also provide tools and equipment to perform the services. Finally the contractor shall have the required contractual relationships with the various OEM's to quickly send equipment out for repair if they can not repair it.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor shall have on staff technicians that are qualified to services a wide range of biomedical equipment per the Original Equipment Manufacturers (OEM) standards. Contractor shall also provide tools and equipment to perform the services. Finally the contractor shall have the required contractual relationships with the various OEM's to quickly send equipment out for repair if they can not repair it.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

There is no current civil service class that repairs biomedical equipment.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The City does not have a dedicated bio medical technician class. The services are quite unique and the usually performed by authorized service providers or by the original equipment manufacturer.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to create a new civil service class for this need because the services are highly specialized and would require staff that are certified by many Original Equipment Manufacturers in order to maintain applicable equipment.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. It is anticipated that there will not be direct training provided by the contractor. However, Department staff will have the opportunity to gain knowledge from the contractor in the administration of a modern biomedical repair departments. Specifically staff will be able to interact with and utilize tools provided by the the contractor to track and research service records for the variety of biomedical equipment in use.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/05/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46499 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@sfdph.org
Sent: Monday, December 5, 2022 12:24 PM
To: Hiramoto, Kelly (DPH); dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sflower.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46499 - 22/23

RECEIPT for Union Notification for PSC 46499 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46499 - 22/23 for \$8,000,000 for Initial Request services for the period 12/01/2022 – 11/30/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19523> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Re: Receipt of Notice for new PCS over \$100K PSC # 46499 - 22/23

Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Mon 12/19/2022 11:36 AM

To: Larry Mazzola Jr. <larryjr@ualocal38.org>; pfinn@ibt856.org <pfinn@ibt856.org>

Cc: Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Dear Mr. Mazzola and Mr. Finn,

My apologies - I referenced the wrong PSC in the body of the email.

This notice is regarding PSC 46499 - 22/23.

Correct PSC was attached for your review.

Thank you.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager
SF Department of Public Health

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

From: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Sent: Monday, December 19, 2022 11:32 AM

To: Larry Mazzola Jr. <larryjr@ualocal38.org>; pfinn@ibt856.org <pfinn@ibt856.org>

Cc: Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Fw: Receipt of Notice for new PCS over \$100K PSC # 46499 - 22/23

Dear Mr. Mazzola and Mr. Finn,

Please see Union Notification for PSC #47936 - 21/22 MODIFICATIONS below.

The PSC is attached for your review.

Thank you.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager
SF Department of Public Health

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From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Sent: Monday, December 5, 2022 12:23 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; dtuttle@oe3.org <dtuttle@oe3.org>; dtubbe@oe3org <dtubbe@oe3org>;

pkim@ifpte21.org <pkim@ifpte21.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Pierre King - UAPD <pking@UAPD.com>;

president@sanfranciscodsa.com <president@sanfranciscodsa.com>; max.porter@seiu1021.org <max.porter@seiu1021.org>;

kennethlomba@gmail.com <kennethlomba@gmail.com>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; mdennis@twusf.org

<mdennis@twusf.org>; roger marengo <rmarengo@twusf.org>; pwilson@twusf.org <pwilson@twusf.org>; cmoyer@nccrc.org

<cmoyer@nccrc.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; mjayne@iam1414.org

<mjayne@iam1414.org>; Emanuel, Rachel (DEM) <rachel.emanuel@sfgov.org>; laborers261@gmail.com <laborers261@gmail.com>; Laxamana,

Junko (DBI) <Junko.Laxamana@sfgov.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org

<emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; anthony@dc16.us

<anthony@dc16.us>; mlobre@sfpoa.org <Mlobre@sfpoa.org>; @sfpoa.org <@sfpoa.org>; tracym@sfpoa.org <tracym@sfpoa.org>; mleach

<mleach@ibt856.org>; rooferslocal40@gmail.com <rooferslocal40@gmail.com>; sal@local16.org <sal@local16.org>; Criss@sfmea.com <Criss@sfmea.com>; Julie.Meyers@sfgov.org <Julie.Meyers@sfgov.org>; Stan Eichenberger <seichenberger@local39.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jb@local16.org <jb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconcillo@sfgwater.org <Kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; MRainsford@local39.org <MRainsford@local39.org>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; pkim@ifpte21.org <pkim@ifpte21.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sfflocal798.org <gail@sfflocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; smcgarry@nccrc.org <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; bart@dc16.us <bart@dc16.us>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; oashworth@ibew6.org <oashworth@ibew6.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; laborers261@gmail.com <laborers261@gmail.com>; local200twu@sbcglobal.net <local200twu@sbcglobal.net>; speedy4864@aol.com <speedy4864@aol.com>; christina@sfmea.com <christina@sfmea.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; Thomas Vitale <thomas.vitale@seiu1021.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 46499 - 22/23

RECEIPT for Union Notification for PSC 46499 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46499 - 22/23 for \$8,000,000 for Initial Request services for the period 12/01/2022 – 11/30/2026. Notification of 30 days (60 days for SEIU) is required.

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<http://apps.sfgov.org/dhrdrupal/node/19523> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

CIVIL SERVICE COMMISSION
PROPOSED PERSONAL SERVICES CONTRACT SUMMARY

DEPT. REQUESTING SERVICES: Public Health-SFGH DATE: 1/18/94

NAME OF CONTRACTOR: University of California, San Francisco (UCSF)

COST OF CONTRACT: \$41,659,842 Beginning Date: 4/1/94 Ending Date: continuous
for first year

FUNDING SOURCE: (non-numerical description, i.e., state grant) SFGH Funds

I. DESCRIPTION OF WORK

A. Concise description of proposed work:
Patient medical care services rendered at San Francisco General Hospital (SFGH), including ancilliary healthcare services.

B. Quantitative measurement of services or deliverables:
Each year SFGH and UCSF shall negotiate the level of service required and the budget for services.

C. Explain why this service is necessary and the consequence of denial:
These services are essential to assure that healthcare is available to the citizens of San Francisco and to meet the County's obligations to provide basic medical services to indigents under California Welfare and Institutions Code Sec. 17000.

D. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent PSC approval number):
These services have been provided by UCSF for over 100 years. The current Affiliation Agreement between the City and County of San Francisco and the University was entered into in 1959.

E. Will this contract be renewed?
Not applicable as this is a continuous agreement until terminated by either party.

* The dates indicated are estimates, the actual Beginning and Ending Date may vary depending on the outcome of negotiations, however the duration of the term of the contract will remain the same.

II. UNION NOTIFICATION

Copy of this summary is to be sent to the union(s) as appropriate (refer to instructions for specific procedure):

<input checked="" type="checkbox"/>	Locals 21, 250, 535, and 790	Hope Kamimoto (signature of person mailing form)	January 20, 1994 (date of mailing)
<input checked="" type="checkbox"/>	S.F. Interns and Residents Assoc	Hope Kamimoto (signature of person mailing form)	January 20, 1994 (date of mailing)
<input checked="" type="checkbox"/>	Union of American Physicians and Dentists	Hope Kamimoto (signature of person mailing form)	January 20, 1994 (date of mailing)

cc: Jim Lazarus, Mayor's Office

FOR CIVIL SERVICE COMMISSION USE

PSC# 478-93/94

STAFF ANALYSIS/RECOMMENDATION: See I.C. & D., IV.A. The department has been consulting with the City Attorney's Office who supports approval of this contract.

APPROVE

III. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify skills and/or expertise:

Must be able to provide 24-hour, 7-days a week, medical care in all medical specialties for 450 bed acute care facility and the City's only trauma center. This includes medical staffing as well as ancillary healthcare services.

B. What, if any, Civil Service class(es) normally perform this work? Primarily 2230 Physician Specialists, 2233 Supervising Physician Specialists. Also, some nursing group classes (2300), laboratory group classes (2400), therapy and auxiliary group classes (2500).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

NO.

D. Specify contractor's qualifications: (do not attach resumes - summarize contractor's qualifications):

Contractor is the only medical school located in San Francisco and has provided these services at SFGH for over 100 years. It is world renowned as a medical school and research institution.

IV. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why Civil Service classifications are not applicable: The services provided are just part of the total research/teaching program of UCSF. The City derives access to the research information available at UCSF on the most current diagnostic and treatment techniques. Further, these services provide for training of interns and residents at SFGH as part of the teaching program of UCSF. As a teaching hospital, this investment in training at SFGH ultimately ensures the City the continuation of quality medical care for patients.

B. Would it be practical to adopt new civil service classification to perform this work? Explain.

No, these are specialized services, i.e. affiliation with a teaching/research institution.

V. ADDITIONAL INFORMATION: (If answer is yes, attach explanation.)

A. Will the contractor directly supervise City and County employees? Yes

B. Is the contractor or any employee of the contractor a current employee of the City and County of San Francisco? Has the contractor or any employee of the contractor been employed by the City and County within the past year? Yes

C. Is the contractor or any employee of the contractor receiving City and County retirement? No

D. Will the contractor train City and County employees? Yes
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

E. Are there any special conditions of the funding source? No

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE

DEPARTMENT HEAD: Hope Kamimoto, Phone 554-2607

Hope Kamimoto
Signature of Departmental Contract Coordinator

Richard Cordova/Kathy Murphy

Print or type name of
Contract Administrator

206-8100

Telephone

V. ADDITIONAL INFORMATION

A. Will the contractor directly supervise City and County employees?

Yes. This will occur primarily in the situation in which a University employee is a physician who is the leader of a team of healthcare providers that includes both City and University employees.

B. Is the contractor or any employee of the contractor a current employee of the City and County of San Francisco? Has the contractor or any employee of the contractor been employed by the City and County within the past year?

Yes. There are about 120 physician positions (not FTEs) at SFGH. Historically, UCSF has conducted all recruitment, hiring, disciplining, and firing of physicians working at SFGH. These physicians were hired onto the University payroll as UCSF employees, or onto City positions and payroll, or both. This system causes unnecessary and duplicated overhead expenses and legal concerns regarding joint employment and dual benefits. Therefore, the proposed contract agreement provides for effective July 1, 1994, all these physicians to be employees only of UCSF, and not the City.

With regard to the second question as to whether the contractor or any employee of the contractor has been employed by the City and County within the past year - Not to our knowledge

D. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

Yes. Continuing education and training in the areas of new medical techniques, procedures, equipment, and health and safety is an essential part of working at a hospital. It is impossible to project the number of hours of training that would take place at SFGH, but it would probably be in the thousands. Occupational types that would be trained would be healthcare providers.



FEB 11 1994

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

February 11, 1994

NOTICE OF ACTION TAKEN BY THE CIVIL SERVICE COMMISSION

EMI R. UYEHARA,
PRESIDENT

JUAN RIOS
VICE PRESIDENT

KAREN CLOFTON
COMMISSIONER

GEORGE KOSTUKOS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

SUBJECT: REVIEW OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBER 426-93/94 THROUGH 482-93/94.

At its meeting of February 7, 1994, the Civil Service Commission had for its consideration the above subject matter.

It was the decision of the Commission to take the following action:

1. Contract Number 430-93/94 off calendar at the request of the Airports Commission.
2. Contracts Number 466-93/94 and 467-93/94 off calendar at the request of the Public Utilities Commission.
3. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser (Vote of 5 to 0).

The time within judicial review must be sought is governed by Code of Civil Procedure (CCP) Section 1094.6.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

Attachments

cc: Gabriel Karol, Airport
Joanne Chow Winship, Art Commission
Joan Lubamersky, CAO
John Burke, Controller
Lu Tubbs/Wayne Lawrence, Mayor
Kathryn Hile, Parking & Traffic
Thomas Strong, Police
Nancy Woo, Port
Hope Kamimoto, DPH/CO
Ann Courtright, PUC
Hugh Havlik, DPW
Clara Starr, SFCCD
Commission File

(3381B)

To: Civil Service Commission

From: Wendell L. ^{WLB} ~~Pr~~ Human Resources Director

SUBJECT: REVIEW OF REQUESTS FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS.

<u>No.</u>	<u>Department</u>	<u>Contractor</u>	<u>Recommendation</u>
426-93/94	Airport	National Assessment Services	Approve
427-93/94	Airport	Law Enforcement Psychological Svcs.	Approve
428-93/94	Airport	Polaris Research & Development	Approve
429-93/94	Airport	Michal Settles, Ed.D.	Approve
430-93/94	Airport	Robert Waller	Approve
431-93/94	Art Commission	Michael Manwaring	Approve
432-93/94	CAO	1010 BFH (Sanford Rosen)	Approve
433-93/94	Controller	To Be Determined	Approve
434-93/94	Mayor's Office	Career Resources Development Center	Approve
435-93/94	Mayor's Office	Charity Cultural Services Center	Approve
436-93/94	Mayor's Office	Korean Center, Inc.	Approve
437-93/94	Mayor's Office	Mission Child Care Consortium, Inc.	Approve
438-93/94	Mayor's Office	S.F. Educational Services	Approve
439-93/94	Mayor's Office	S.F. Educational Services	Approve
440-93/94	Mayor's Office	California Community Dispute Svcs.	Approve
441-93/94	Mayor's Office	Community Boards	Approve
442-93/94	Mayor's Office	California Lawyers for the Arts	Approve
443-93/94	Parking & Traffic	Wilbur Smith Associates	Approve
444-93/94	Police	State of California - Employment Development Department	Approve
445-93/94	Port	Gibbs & Associates	Approve
446-93/94	Public Utilities	Manna Consultants, Inc.	Approve
447-93/94	Public Utilities	Synergic Resources Corporation	Approve
448-93/94	Public Utilities	Brown Vence & Associates	Approve
449-93/94	Public Works	To Be Selected	Approve
450-93/94	Public Works	SOH Associates-Structural Engineers	Approve
451-93/94	SFCCD	James Chin	Approve
452-93/94	SFCCD	Keith Robert Carr	Approve
453-93/94	SFCCD	Craig Zachlod	Approve
454-93/94	SFCCD	Asbestos Advisory Association	Approve
455-93/94	Public Health	Calif. Pacific Medical Center/ Operation Concern	Approve
456-93/94	Public Health	Gay Asian.Pacific Alliance Community HIV Project (GCHP)	Approve
457-93/94	Public Health	Haight Ashbury Free Medical Clinics, Inc.	Approve
458-93/94	Public Health	Natl. Task Force on AIDS Prevention	Approve
459-93/94	Public Health	Planned Parenthood of Alameda/S.F.	Approve
460-93/94	Public Health	S.F. AIDS Foundation	Approve
461-93/94	Public Health	Center for Leadership Development	Approve
462-93/94	Public Health	Bayview Hunter's Point Adult Day Health Center	Approve
463-93/94	Public Health	Haight Ashbury Free Clinic	Approve

<u>No.</u>	<u>Department</u>	<u>Contractor</u>	<u>Recommendation</u>
464-93/94	Public Health	Lyon-Martin Women's Health Svcs.	Approve
465-93/94	Public Health	Mission Neighborhood Health Ctr.	Approve
466-93/94	Public Health	Regents, University of California- Family Practice Program	Approve
467-93/94	Public Health	Sequoia Hospital District, Redwood City	Approve
468-93/94	Public Health	Third Baptist Church, Inc.	Approve
469-93/94	Public Health	University of California, Berkeley/ Office of Financial Aid	Approve
470-93/94	Public Health	UCSF/School of Nursing/Dept. of Family Health Care Nursing	Approve
471-93/94	Public Health	Various - See Attached List	Approve
472-93/94	Public Health	Clayton Environmental Consultants, Inc.	Approve
473-93/94	Public Health	H+GCL	Approve
474-93/94	Public Health	SCA Environmental, Inc.	Approve
475-93/94	Public Health	Shared Medical Systems Corp. (SMS)	Approve
476-93/94	Public Health	Regents University of California S.F. - S.F. General Hospital	Approve
477-93/94	Public Health	The Support Center	Approve
478-93/94	Public Health	University of Calif., S.F.(UCSF)	Approve
479-93/94	Public Works	O'Rorke Public Relations	Approve
482-93/94	Dept. of Human Resources	Cooperative Personnel Services	Approve

THE FOLLOWING PERSONAL SERVICES CONTRACTS ARE FUNDED BY SHORT-DOYLE FUNDS:

480-93/94	Public Health	St. Francis Memorial Hospital	Approve
481-93/94	Public Health	Volunteer Center of San Francisco	Approve

Respectfully submitted,

Geoffrey L. Rothman
 fr Geoffrey L. Rothman
 Division Manager, Personnel

GLR/LRL/kh
 7090C

EXCERPTS FROM CIVIL SERVICE COMMISSION RULES

Section 5.06. APPEAL OF GENERAL MANAGER'S ACTION

An action by the General Manager, Personnel, on examination matters delegated to the General Manager, Personnel, may be appealed to the Commission provided such appeal is received in the Personnel Department before 12:00 Noon of the fifth (5th) working day following the postmarked mailing date of notification to the appellant. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

An action by the General Manager, Personnel, on other matters may be appealed to the Commission provided such appeal is received within thirty (30) calendar days following the postmarked mailing date of notification to the appellant. The Commission's action shall be final and no reconsideration request shall be allowed.

Section 5.07. RECONSIDERATION OF COMMISSION ACTION

A reconsideration request of a Commission action may be filed in writing specifying the reasons therefor. The request for reconsideration of previous Commission action must include in detail new information not previously considered.

A request for reconsideration must be received in the Personnel Department no later than thirty (30) calendar days following the postmarked mailing date of notification of the Commission's action.

Requests for reconsideration will be referred to the Commissioners for determination as to whether the Commission will agree to reconsider the matter. If, after consideration of the written request a majority of the Commissioners do not consent to hear the matter, the request is denied and the previous action is final.

If the Commission agrees to grant the request for a reconsideration hearing, the matter shall thereafter be calendared. At any reconsideration the taking of evidence and oral arguments will be permitted only as to new information not previously considered by the Commission. Action by the Commission after a reconsideration hearing shall be final.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Water Treatment & Testing

Funding Source: General Fund

PSC Amount: \$400,000

PSC Est. Start Date: 04/01/2023

PSC Est. End Date 03/31/2028

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor(s) will provide a comprehensive Water Management Program (WMP) road map and testing for Laguna Honda Hospital. This entails managing the risk associated with close loop water and domestic water chemistry. The contractor(s) will test domestic water for Legionella and other microbials. Furthermore, the contractor(s) identify the physical risk associated with the water management annually.

B. Explain why this service is necessary and the consequence of denial:

The objective of the water management program (WMP) is to manage microbial risk associated with the building water systems while also managing risks from scalding (the primary physical hazard associated with water) and from chemicals used for water treatment or in devices connected to the water systems. WMP assesses and identifies risk for physical and microbial hazards. Once the systems that present a significant risk of legionella growth are identified, a control measure will be identified and tested. Based on the test finding, the contractor will recommend appropriate remedies to address the deficiencies. The water systems where the contractor(s) performs risk analysis and tests include: Public water main taps for domestic water; storage tanks for domestic cold water; fire protection systems; irrigation systems; closed-loop systems and central domestic hot water systems. and kitchen or laundry systems. These systems are vital for the day-to-day functioning of the hospital and denial of this request would result in risk to patient's and staff's health and being out of compliance with the Centers for Disease Control (CDC) guidelines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The services have been procured on an as-needed basis under the Purchase order process.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The department will need to continue the testing and monitoring program. Due to the low volume of the work it would not be feasible to bring the services in house, which would require procuring specialized equipment to test the water and to also hire staff that would do the analysis.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Services required on an as-needed, intermittent, or periodic basis: although the service are performed on a regular schedule the volume of the services low and are performed on a scheduled periodic basis. Services that require resources that the City lacks: The contractor will provide specialized technicians, equipment and custom mixed chemicals for the the closed loop system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have the required staff and equipment to implement and maintain a comprehensive domestic and closed loop water management system. Services performed by the contractor(s) shall include scheduled tests and provide swift recommendation to fix deficiencies to reduce risk to patients and staff.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2481, Water Quality Technician; 2482, Water Quality Tech III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractor will provide specialized technicians, equipment, and as-needed chemicals for both the domestic and closed loop system to function properly and safely.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None because the services are highly specialized and require the use of specialized technicians and equipment.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil Service classes are not applicable because these are proprietary products requiring services which include technical components beyond the scope of expertise of in-house staff to perform. Furthermore, DPH does not have a laboratory to test the water chemistry which is a critical portion of this service.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not feasible maintain specific staff to perform the inspection and testing service as it is performed only twice per year. The water management program that will assess the risk is done annually by contractor's third-party expert that sells no chemicals, equipment, or laboratory services. In addition, the services deal with proprietary products that are already developed and available for commercial use.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Civil service staff will work with contractor(s) to obtain knowledge throughout the performance of this contract. Staff will also have the ongoing opportunity to gain insight and knowledge of current best practices of a closed loop water system and water treatment through their interactions with contractor(s).
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/27/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard street San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48506 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 48506 - 22/23

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Fri 1/27/2023 11:33 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Geleta, Dereje (DPH) <dereje.geleta@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 48506 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48506 - 22/23 for \$400,000 for Initial Request services for the period 04/01/2023 – 03/31/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19792> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: SFPUC Right of Way Services

Funding Source: Capital Programs; Water Enterprise; Wastew PSC Duration: 5 years 1 day

PSC Amount: \$3,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The proposed work would include ROW acquisition services for the projects and programs of the Infrastructure Division, such as the Sewer System Improvement Program and other SFPUC projects that require ROW activities. A full range of ROW work is required, including planning and budgeting, pre-CEQA activities such as obtaining Permits to Enter, ROW estimates, and appraisals; and post-CEQA activities such as acquisitions, relocation services, clerical support services, project tracking, and other, as-needed work.

Acquisition work includes, but is not limited to, acquisition of fee and easements, as well as leases, permits, and licenses. Additional work to be performed as needed includes ROW encroachment clearance, condemnation services, land surveying services, property rights research and title services, and support of public meetings and presentations.

B. Explain why this service is necessary and the consequence of denial:

The services to be provided through the contract are necessary for several large current and upcoming Infrastructure projects, as well as for SFPUC Real Estate Services and the Water, Power, and Wastewater Enterprises. The City and the SFPUC do not have the staff necessary to provide these services in-house in the time or manner necessary to deliver the SFPUC projects. Denial would result in significant delays to critical SFPUC projects, risking contract delays and associated cost increases, as well as potential fines and other negative consequences associated with delays in meeting regulatory compliance metrics and goals.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

With the exception of the surveying, property research, and title services, the services provided through this contract were provided through contract CS-200. PSC #4126-10/11.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Term is five years. The Infrastructure Division will always have various projects that will require Right of Way (ROW) acquisition, appraisal services, title searches, and survey work. The services provided under this contract are highly specialized and will be used to meet project needs when they exceed existing staff resources or skillsets. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five years.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

Services are used for short-term and capital projects requiring diverse skills, expertise, and/or knowledge. In this case, ROW acquisition services, title services, and appraisal services. Services are needed on an as-needed basis for capital projects and other infrastructure projects. Circumstances where there is a demonstrable potential conflict of interest. In this case independent appraisals. Cases where future funding is uncertain that the establishment of new positions/classes is not feasible. In this case, funding is project based.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: ROW experience and expertise in preparing appraisal reports; acquisition of fee, temporary construction easements, permanent infrastructure and access easements; relocation assistances programs, ROW estimating, scheduling, and budgeting; knowledge of all federal and state regulations, including the Uniform Act; ability to work with title companies and to understand all manner of title issues and preliminary title reports; ability to provide surveying quality documents, including maps and legal descriptions; and all related aspects of ROW work.

B. Which, if any, civil service class(es) normally perform(s) this work? 4143, Principal Real Property Ofc; 5216, Chief Surveyor;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

N/A

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The Real Property classifications primarily handle leasing and development transactions and do not have the experience and expertise necessary for ROW acquisition and relocation services. City does not have the in-depth staff or the resources necessary to handle ROW appraisals, property research and title services, and surveying work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No because the the assignments and services are project specific with limited duration. It would not be practical to adopt a new civil services class, as the work is not guaranteed to be needed for a long term and funding is project based.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The scope of the contract does not include training City and County employees because the services to be provided are specialized and require specific coursework/education and licensure.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/23/2023, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41623 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.org
To: Hale, Shawndrea M.; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 41623 - 22/23
Date: Monday, January 23, 2023 11:50:21 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 41623 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41623 - 22/23 for \$3,000,000 for Initial Request services for the period 04/11/2023 – 04/10/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19773> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

June 20, 2011 Regular Meeting

AMENDED

MINUTES

Regular Meeting

June 20, 2011

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President E. Dennis Normandy	Not present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

Vice President Donald A. Casper presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Steve Zeltzer, retired City worker and a member of United Public Workers for Action expressed his objection of a personal services contract in the amount of \$100,000 approved by the Commission at the meeting of April 4, 2011, for the Municipal Transportation Agency to hire a public relations firm. He also stated that a labor representative should be on the Commission and that the meetings should be available on video.

APPROVAL OF MINUTES

Regular Meeting of June 6, 2011

Action: Adopt. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer informed the Commission about AB 455 which is at its third reading on the Senate Floor and if approved by the full Senate, will be forwarded to the Governor for his signature. The proposed legislation will affect the process by which appointments are made to merit system boards and commissions. It provides that one half will be appointed by the governing body (in our case, the Board of Supervisors) and the other half, nominated by the recognized employee organization. Currently, Civil Service Commissioners are appointed by the Mayor to six-year terms.

The Commission directed the Executive Officer to communicate its concerns and coordinate with City agencies in conveying its opposition to AB 455.

0154-11-8 **Review of request for approval of proposed personal services contract.**
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-10/11	Public Works	\$2,500,000	<p>The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence</p> <p>expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.</p>	Regular	12/31/17

June 6, 2011: Postpone to the meeting of June 20, 2011 with the presence of a DPW representative.

Speakers: Jim Buker, Department of Public Works

Action: Adopt the report; Approve request for proposed personal service contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0166-11-8 **Review of request for approval of proposed personal services contract.**
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4116-10/11	General Services Agency	\$300,000	<p>Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and no longer supported by the manufacturer. At this time only the audio portion of a highly integrated system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.</p>	Regular	12/31/11
4117-10/11	Municipal Transportation Agency	\$53,000,000	<p>The SMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker(s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.</p>	Regular	05/31/19
4118-10/11	Port Commission	\$596,000	<p>Develop a Waterborne All-Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.</p>	Regular	03/31/12
4119-10/11	Port Commission	\$662,357	<p>The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.</p>	Regular	03/31/16

4120-10/11	Public Health	\$1,550,000	<p>Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and</p> <p>Speech Therapists and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30 PM. Therapists will be available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.</p>	Regular	06/30/16
4121-10/11	Public Health	\$890,000	<p>As needed, temporary, supplemental transcription and credential verification registry personnel services for</p> <p>the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff is unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verifies provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.</p>	Regular	12/31/16
4122-10/11	Public Health	\$1,260,000	<p>The contractor will provide expert consultation and project management implementation assistance to the</p> <p>Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.</p>	Regular	12/31/14
4123-10/11	Elections	\$95,000	<p>The consultant will provide the Redistricting Task Force with technical assistance in redrawing San</p> <p>Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database</p> <p>construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.</p>	Regular	04/15/12
4124-10/11	Public Utilities Commission	\$96,000	<p>Contractor shall implement the following: (1) transport San Mateo thorn mint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thorn mint individuals.</p>	Regular	07/01/17

4125-10/11	Public Utilities Commission	\$2,300,000	The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.	Regular	06/01/16
4126-10/11	Public Utilities Commission	\$3,500,000	A full range of Right of Way work is required. This includes Planning and Budgets, Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiations services shall be limited to non Sewer System Improvement Program projects.	Regular	08/31/16
4080-08/09	Port Commission	Increase Amount \$0 New Amount \$400,000	This work is Phase 3 of a three phase project which was authorized under PSC #4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the preconstruction meeting for the commencement of project construction and be available throughout construction to review and approve shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch list, etc. This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of MissionBayPark. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.	Modi- fication	06/30/12
4015-06/07	Public Utilities Commission	Increase Amount \$1,000,000 New Amount \$8,500,000	In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, services includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.	Modi- fication	12/31/11
4059-08/09	Public Utilities Commission	Increase Amount \$3,000,000 New Amount \$6,000,000	Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unite media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Modi- fication	12/01/14

4147-08/09	Public Health	<p>Increase Amount</p> <p>\$325,400</p> <p>New Amount</p> <p>\$650,800</p>	<p>DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of</p> <p>disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions,</p> <p>detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of</p> <p>Dispension (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites , will develop traffic routes and cubic</p> <p>footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a</p> <p>website, and internet screening process to provide anti biotic prophylaxis.</p>	Modi- fication	08/09/13
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Rohan Lane

, General Services Agency spoke on PSC #4116-10/11.

Speakers:

Norma Nelson and Andres Acevedo, Port Commission spoke on PSC #4118-10/11 and 4119-10/11.

Jacquie Hale, Department of Public Health spoke on PSC #4121-10/11.

Pauson Yun and Jessica Appel (Shors) spoke on PSC #4124-10/11.

Pauson Yun and Chris Geiger, Ph.D. spoke on PSC #4015-06/07.

Action:

Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-10/11	Airport Commission	\$5,500,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	Regular	06/30/16

Speakers: Cynthia Avakian and Tom Rodriquez, Airport Commission

Action: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0169-11-8 Report by the Public Utilities Commission on the status of the conditional approval of PSC #4123-09/10. (Item No. 10)

April 19, 2010: Approve request for PSC #4123-09/10 on the condition that
 1) With respect to the long term improvement project, construction at the Harry Tracy Water Treatment Plant, on-the-job training for identified City employees willing to transition to field work after confirming their interest through a shadow program, 2) The Public Utilities Commission will issue bi-annual reports regarding its use of consultants and City staff, and 3) With respect to the hiring of 6318 and 6319 Construction Inspectors, that the Public Utilities Commission will use its best efforts to hire such City personnel provided that it maintains its management prerogative to hire or not to hire based on projections of future work. Notify the offices of the Controller and the Office of Contract Administration.

Speakers: Carol Isen and Prentiss Jackson, Public Utilities Commission

Action: Accept the report. (Vote of 3 to 0)

0125-11-4

Appeal by Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood of the examination process for the Position-Based Testing 8124 Investigator, Office of Citizen Complaints (PBT-8124-056244). (Item No. 11)

May 16, 2011: Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.

- June 6, 2011:
- 1) The appeal as it relates to the examination announcement and the certification rule is denied.
 - 2) The appeal as it relates to Rule 111A.35.2, based solely on claims that the inconsistency in examination administration, bias of raters and/or failure of the raters to apply uniform standards compromised either the validity or the reliability of the examination, is continued to the meeting of June 20, 2011.

Speakers: Reno L. Rapagnani, Attorney
Micki Callahan, Human Resources Director

- (1) Continue to the meeting of August 1, 2011 at the request of Reno Rapagnani to allow appellants sufficient time to obtain expert analysis of the information contained in the Department of Human Resources staff report.

- Action:**
- (2) Directed Mr. Rapagnani to have all reports/rebuttals delivered to the Commission office by close of business on July 11, 2011.
 - (3) This will be the last continuance granted. (Vote of 3 to 0)

0342-10-4

Appeal by Tirtza Pearl on her background rejection for a 1446 Secretary II position with the San Francisco Police Department. (Item No. 12)

June 6, 2011: Postpone to the meeting of June 20, 2011 at the request of Tirtza Pearl.

Speakers: Tirtza Pearl, Appellant
Rosanna Horton, Ed.D., on behalf of appellant

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Professional Services

Funding Source: Funding Source: Community Benefits Operati PSC Duration: 4 years 1 day

PSC Amount: \$3,800,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The San Francisco Public Utilities Commission (SFPUC) is committed to achieving racial justice by centering the agency's programs and resource allocations on racial and social equity. PRO.0266, which will award two consultants, aims to help the SFPUC better understand, market, communicate and engage its customers that have historically been undeserved or have faced systemic barriers in San Francisco. For example, consultants may conduct focus groups of these customers in their preferred language to gauge their understanding of the SFPUC and its discount programs. Consultants may also help to place advertisements in newspapers or on social media to help market the agency and bill relief offerings.

B. Explain why this service is necessary and the consequence of denial:

The work supported by PRO.0266 is crucial to achieving the SFPUC's and City's racial equity goals. If this work is not completed, the agency would not follow through on its commitments outlined in its Racial Equity Plan. For example, the SFPUC would see lower registrations in discount programs from customers that would benefit from enrollment the most.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

N/A

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

N/A

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

SFPUC has need for expert support for several short-term projects as described above. SFPUC has received money from the California Public Utilities Commission (CPUC) for the agency's Disadvantaged Communities Green Tariff and Community Solar Programs that requires payment to a community-based organization(s) to receive the funding. SFPUC requires a consultant to make media purchases that the SFPUC cannot complete directly, including large purchases using a credit card and requiring payment in advance of ad placement.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The SFPUC is seeking support from consultants who have demonstrated experience in market research, marketing and advertising, communications and community engagement, and event implementation with a specific focus on communities facing structural barriers in San Francisco, including communities with low incomes, communities that primarily speak languages other than English, and Black, Indigenous and People of Color (BIPOC) communities.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

N/A

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The SFPUC is seeking support from consultants who understand—or are even embedded in—underserved communities in San Francisco and have demonstrated experience centering these communities in market research, marketing and advertising, communications and community engagement, and events. The SFPUC is also seeking media buying support for advertisements that cannot be made under the City's purchasing procedures (i.e., payment in advance using a credit card). Additionally, the SFPUC seeks expert market research assistance, which is not under any current class/job description in the Communications Department. This includes developing and leading focus groups in other languages. These specific areas of expertise do not lend themselves to civil service classes at the SFPUC.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. As outlined above, the expertise we are seeking requires consultants who understand—or are even embedded in—underserved communities in San Francisco. This experience is not something that can be easily transferred to a civil service class or position.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. Yes. The consultants will conduct presentations and/or Lunch and Learns to SFPUC staff to recap project work and share lessons learned, which SFPUC staff could apply to future work.

- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/30/2023, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42278 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of shale@sfwater.org
To: [CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.](mailto:Hale,Shawndrea.M.;plangrooferlocal40@gmail.com;rooferslocal40@gmail.com;seichenberger@local39.org;dtuttle@oe3.org;dtubble@oe3.org;pkim@ifpte21.org;najuawanda.daniels@seiu1021.org;pkim@uapd.com;resident@sanfranciscodsa.com;max.porter@seiu1021.org;kennethlomba@gmail.com;snaranjo@cirseiu.org;mdennis@twusf.org;rmarenco@twusf.org;pwilson@twusf.org;cmover@nccrc.org;noah.frigault@sfgov.org;sfdpoa@icloud.com;Mjayne@iam1414.org;Emanuel,Rachel(DEM);laborers261@gmail.com;junko.laxamana@sfgov.org;jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabria@cirseiu.org;anthony@dc16.us;mlobre@sfpoa.org;tracym@sfpoa.org;mleach@ibt856.org;rooferslocal40@gmail.com;sal@local16.org;Criss@sfmea.com;Julie.Meyers@sfgov.org;seichenberger@local39.org;jason.klumb@seiu1021.org;Camaquey@sfmea.com;ablood@cirseiu.org;kcartermartinez@cirseiu.org;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;sarah.wilson@seiu1021.org;kschumacher@ifpte21.org;kpage@ifpte21.org;tienkins@uapd.com;eerbach@ifpte21.org;tmathews@ifpte21.org;amakayan@ifpte21.org;jb@local16.org;Ricardo.lopez@sfgov.org;Basconillo,Kathy;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;MRainsford@local39.org;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;pkim@ifpte21.org;agonzalez@iam1414.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;gail@sfflocal798.org;cityworker@sfcwu.org;davidmkersten@gmail.com;djohnson@opcmlalocal300.org;ramonliuna261@gmail.com;ablood@cirseiu.org;pkarinen@nccrc.org;tony@dc16.us;stevek@bac3-ca.org;xiumin.li@seiu1021.org;Sin.Yee.Poon@sfgov.org;smcgarry@nccrc.org;rmitchell@twusf.org;grojo@local39.org;jduritz@uapd.com;staff@sfmea.com;mike@dc16.us;khughes@ibew6.org;L21PSCReview@ifpte21.org;sfsmsa@gmail.com;bart@dc16.us;david.canham@seiu1021.org;jtanner940@aol.com;oashworth@ibew6.org;L21PSCReview@ifpte21.org;laborers261@gmail.com;local200twu@sbcglobal.net;speedy4864@aol.com;Christina@sfmea.com;ecdenvoter@aol.com;thomas.vitale@seiu1021.org;Hale,Shawndrea.M.;dhr-psccoordinator@sfgov.org
Subject: Receipt of Notice for new PCS over $100K PSC # 42278 - 22/23
Date: Monday, January 30, 2023 10:27:19 AM</p><hr/></div><div data-bbox=)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 42278 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42278 - 22/23 for \$3,800,000 for Initial Request services for the period 06/01/2023 – 06/01/2027. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19793> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Architectural, Engineering, and Related Design Services for a new Fire Training Facility.

Funding Source: General Obligation Bond – ESER

PSC Amount: \$17,000,000

PSC Est. Start Date: 03/01/2023

PSC Est. End Date 03/01/2030

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.

B. Explain why this service is necessary and the consequence of denial:

This project requires special expertise in firefighting training facilities programming and design. Public Works does not have the design experience in the subject matter. The Fire Department currently conducts trainings for recruits and existing personnel at two facilities: one on Treasure Island and a smaller venue in the Mission District. Treasure Island Development Authority plans require the Fire Department to relocate from their current facility by December 2026. The City is in the process of purchasing a 6.6 acre site at 1236 Carroll Avenue in San Francisco's Bayview/Hunter's District for a new Fire Training Facility. Denial of this PSC would mean the design of this new essential facility cannot be completed; thus, the City will not have a facility for training their firefighters and future recruits. This will jeopardize the City's response to calls for service.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Original PSC approved by the by the Civil Service Commission on 9/20/2021 under PSC 41365-2021. Similar architectural and engineering related services were approved under PSC #43809-14/15 on 7/6/2015 for Fire Station 35 and PSC #42622-16/17 on 9/19/2016 for the Emergency Medical Services Facility.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

PSC term exceeds 5 years to account for actual contract duration. The additional time in the PSC Duration is also to allow processing time for advertising, negotiating, Board of Supervisor approval process, and 2-year warranty period in addition to design, bidding, and construction phases and awarding the contracts.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This unique capital project requires special expertise in firefighting training facilities programming and design. The project is funded by the Earthquake Safety and Emergency Response Bond which was approved by 79 percent of the voters in March 2020. The City must complete this project prior to December 2026, which is when the Treasure Island Development Authority requires the Fire Department to vacate their existing training facility on Treasure Island.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural, engineering, and related expertise in the design of fire training facilities. Expertise in leading an architectural and engineering team in the design of new facilities with an estimated construction cost of \$145M.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department analyzed and assessed the range of services available in-house and did not find the specialized expertise necessary for this type of project among the existing staff. Public Works does not have the design expertise to design fire training facilities. Therefore, we need to supplement our City staff with consultants who can provide staff with the required experience and expertise for a successful project delivery.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in design and construction administration services for delivering a new fire training facility with an estimated construction cost of \$142M.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. NNo. The new facility will be the City's sole fire training facility. This PSC requires specialized expertise that will not be required on an ongoing basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There is no training plan or courses, specifically. However, through collaboration on providing design services, the City's architecture staff will enhance its knowledge and understanding of the risks and challenges that occur with this type of facility.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?
If so, please explain.
No.

7. **Union Notification:** On 01/10/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47357 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\); Laxamana, Junko \(DBI\); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Macaranas, Belle \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns, Alexander (DPW); Laxamana, Junko (DBI); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47357 - 22/23
Date: Tuesday, January 10, 2023 5:18:58 PM

RECEIPT for Union Notification for PSC 47357 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47357 - 22/23 for \$17,000,000 for Initial Request services for the period 03/01/2023 – 03/01/2030. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19740> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Architectural, Engineering, and Related Design Services for a new Fire Training Facility

Funding Source: General Obligation Bond – ESER

PSC Amount: \$17,000,000

PSC Est. Start Date: 12/01/2021

PSC Est. End Date 12/01/2028

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD’s existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.

B. Explain why this service is necessary and the consequence of denial:

This project requires special expertise in firefighting training facilities programming and design. Public Works does not have the design experience in the subject matter. The Fire Department currently conducts trainings for recruits and existing personnel at two facilities: one on Treasure Island and a smaller venue in the Mission District. Treasure Island Development Authority plans require the Fire Department to relocate from their current facility by December 2026. The City is in the process of purchasing a 6.6 acre site at 1236 Carroll Avenue in San Francisco’s Bayview/Hunter’s District for a new Fire Training Facility. Denial of this PSC would mean the design of this new essential facility cannot be completed; thus, the City will not have a facility for training their firefighters and future recruits. This will jeopardize the City’s response to calls for service.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services were approved by the Civil Service Commission under PSC #43808-14/15 on 7/6/2015 for Fire Station 35 and PSC #42622-16/17 on 9/19/2016 for the Emergency Medical Services Facility.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

PSC term exceeds 5 years to account for actual contract duration. The additional time in the PSC Duration is also to allow processing time for advertising, negotiating, Board of Supervisor approval process, and 2-year warranty period in addition to design, bidding, and construction phases and awarding the contracts.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This unique capital project requires special expertise in firefighting training facilities programming and design. The project is funded by the Earthquake Safety and Emergency Response Bond which was approved by 79 percent of the voters in March 2020. The City must complete this project prior to December 2026, which is when the Treasure Island Development Authority requires the Fire Department to vacate their existing training facility on Treasure Island.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural, engineering, and related expertise in the design of fire training facilities. Expertise in leading an architectural and engineering team in the design of new facilities with an estimated construction cost of \$142M.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department analyzed and assessed the range of services available in-house and did not find the specialized expertise necessary for this type of project among the existing staff. Therefore, we need to supplement our City staff with consultants who can provide staff with the required experience and expertise for a successful project delivery.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in design and construction administration services for delivering a new fire training facility with an estimated construction cost of \$141M.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The new facility will be the City's sole fire training facility. This PSC requires specialized expertise that will not be required on an ongoing basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There is no training plan or courses, specifically. However, through collaboration on providing design services, the City's architecture staff will enhance its knowledge and understanding of the risks and challenges that occur with this type of facility.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 06/25/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Avenue, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41365 - 20/21

DHR Analysis/Recommendation:

action date: 09/20/2021

Commission Approval Required

Approved by Civil Service Commission

09/20/2021 DHR Approved for 09/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Engineering and Architectural Services for a new Emergency Medical Services Facility.

Funding Source: Capital Planning Fund & GO Bond

PSC Amount: \$3,000,000

PSC Est. Start Date: 01/01/2017

PSC Est. End Date 07/01/2020

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

B. Explain why this service is necessary and the consequence of denial:

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services were approved by the Civil Service Commission on July 6, 2015 for Fire Station 35 under PSC# 43808-14/15.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

City staff will provide architectural and engineering design services for Schematic Design. City staff will also deliver Project Management of the project. The proposed consultant team will collaborate with City's A/E staff for peer reviews, while services are provided.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

action date: 09/19/2016

Commission Approval Required

Approved by Civil Service Commission

09/19/2016 DHR Approved for 09/19/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35

Funding Source: General Obligation Bond PSC Duration: 5 years 33 weeks
PSC Amount: \$7,500,000 PSC Est. Start Date: 05/11/2015 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

B. Explain why this service is necessary and the consequence of denial:

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. (Please see uploaded documents for previously approved PSCs for similar services)

D. Will the contract(s) be renewed? No, not at this time

2. Union Notification: On 05/08/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:

07/06/2015

Commission Approval Required

DHR Approved for 07/06/2015

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.

B. Which, if any, civil service class(es) normally perform(s) this work?

5268,5241,5211,5218,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No, facilities and equipment will not be provided.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing basis.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
(please see attached) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/09/2015 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 43357 - 17/18)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As-Needed Project Management Support Services

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 10/01/17 - 12/31/22 (5 years 13 weeks)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 12/31/22-12/31/24 (2 years 1 day)

PSC Mod#2 Amount: \$12,000,000 PSC Mod#2 Duration: 12/31/24-12/31/28 (4 years 1 day)

PSC Cumulative Amount Proposed: \$22,000,000 PSC Cumulative Duration Proposed: 11 years 13 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.

B. Explain why this service is necessary and the consequence of denial:

Along with aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some of the as-needed projects are of limited duration and some involve specialty oversight. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, PSC 43357-17/18

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

Need to extend for time to align with the new contracts end date.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This is an as-needed contract for short term capital projects.

B. Reason for the request for modification:

Need to extend for time to align with the new contracts end date.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Existing staff does not have the required expertise and specialized skills related to the proposed services. This work requires expertise in preparing cost estimates, schedules, peer reviews, and commissioning services critical for an operating airport with specialized systems and critical construction schedules for Airport terminal design and construction, Airport air-side and land-side development. The Airport will use experienced design, project and construction management staff integrated with the consultant staff to provide all of the required services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above, classifications exist however staff does not have the required expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided as this is an as needed contract and specific tasks are not defined.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, CPM-Alta JV, MCK Americas, Inc., and possibly new others

7. Union Notification: On 02/06/23, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43357 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, February 6, 2023 4:29 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43357 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$12,000,000 for services for the period December 31, 2024 – December 31, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

[https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F18110&data=05%7C01%7Ccynthia.avakian%40flysfo.com%7C96e7ab722bc94131c2d208db08a33536%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C638113269285565258%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikp1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=fRV2yo7X0CPvTf6RGtcmdl6o84S37D6oJ7e1WC1e9nY%3D&reserved=0](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F18110&data=05%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F18110&data=05%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F18110&data=05%7C01%7Ccynthia.avakian%40flysfo.com%7C96e7ab722bc94131c2d208db08a33536%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C638113269285565258%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikp1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=fRV2yo7X0CPvTf6RGtcmdl6o84S37D6oJ7e1WC1e9nY%3D&reserved=0)

Email sent to the following addresses: L21PSCReview@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 43357 - 17/18)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As-Needed Project Management Support Services

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 10/01/17 - 12/31/22 (5 years 13 weeks)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 12/31/22-12/31/24 (2 years 1 day)

PSC Cumulative Amount Proposed: \$10,000,000 PSC Cumulative Duration Proposed: 7 years 13 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.

B. Explain why this service is necessary and the consequence of denial:

Along with aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some of the as-needed projects are of limited duration and some involve specialty oversight. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 43357-17/18

D. Will the contract(s) be renewed?
Yes, if there continues to be a need for such services at SFO.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
Need to extend for time to align with the contract end date.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This is an as-needed contract for short term capital projects.

B. Reason for the request for modification:

Need to add time and money to the request.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems

and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Existing staff does not have the required expertise and specialized skills related to the proposed services. This work requires expertise in preparing cost estimates, schedules, peer reviews, and commissioning services critical for an operating airport with specialized systems and critical construction schedules for Airport terminal design and construction, Airport air-side and land-side development. The Airport will use experienced design, project and construction management staff integrated with the consultant staff to provide all of the required services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above, classifications exist however staff does not have the required expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided as this is an as needed contract and specific tasks are not defined.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, CPM-Alta JV and MCK Americas, Inc.

7. Union Notification: On 03/11/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43357 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/28/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As-Needed Project Management Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$9,000,000

PSC Est. Start Date: 10/01/2017

PSC Est. End Date 12/31/2022

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.

B. Explain why this service is necessary and the consequence of denial:

Along with aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some of the as-needed projects are of limited duration and some involve specialty oversight. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has been provided in the past via PSC # 4057-11/12.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

This as-needed contract is part of the San Francisco International Airport's (Airport) 5-year Capital Plan therefore it will be matching a 5-year term.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This is an as-needed contract for short term capital projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required

to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

A Notice of Intent for PMSS was sent to City Departments on May 11, 2016 inquiring for departments interested in participating. No responses were received.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Existing staff does not have the required expertise and specialized skills related to the proposed services. This work requires expertise in preparing cost estimates, schedules, peer reviews, and commissioning services critical for an operating airport with specialized systems and critical construction schedules for Airport terminal design and construction, Airport air-side and land-side development. The Airport will use experienced design, project and construction management staff integrated with the consultant staff to provide all of the required services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above, classifications exist however staff does not have the required expertise.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided as this is an as needed contract and specific tasks are not defined.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43357 - 17/18

DHR Analysis/Recommendation:

action date: 09/18/2017

Commission Approval Required

Approved by Civil Service Commission

09/18/2017 DHR Approved for 09/18/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 40108 - 20/21)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Cable Car Barn Rewinder & Holdback Replacement

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 11/17/20 - 11/17/23 (3 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 11/17/21-11/17/24 (1 year 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 02/06/23-02/06/29 (4 years 11 weeks)

PSC Cumulative Amount Proposed: \$1,500,000 PSC Cumulative Duration Proposed: 8 years 11 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The proposed work involves the design, fabrication, installation, and training for specialized machinery necessary to replace the Cable Car cables. In order to replace each of the four cables in the Cable Car system, two separate, specialized reeling machines are required. One machine functions as a rewinder unit in that it collects a damaged and/or old cable, and the other functions as a holdback in that it dispenses a new cable into the system while maintaining tension in the line during the cable replacement procedure.

B. Explain why this service is necessary and the consequence of denial:

The Cable Car Holdback and Rewinder machines are necessary for the replacement of the cables that provide traction power to the historic Cable Car rail vehicles. The current machinery was furnished in the 1980's and has experienced unexpected issues in recent years. The Cable Car system relies solely on these machines to perform cable replacements. Were the holdback or rewinder to experience unexpected breakdown due to the age of the machinery, the system would be facing an extended shutdown as it would be without the equipment necessary to address the cable damage and age that would require cable replacement. Therefore, the machines should be replaced.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

No

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

This is a specialized piece of critical equipment. There are 2 options to extend the warranty coverage for 2 years each after the initial 12 months. If city staffing is at a sufficient level and familiar with the equipment the additional option years will not be excecated and maintenance/repairs will be completed by City resources.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

The project work requires the services of a contractor experienced with the design, fabrication, installation, and training of wire rope reeling machines. The work entails specialized engineering and installation of a modern wire rope reeling machine to replace machinery that is highly impactful to the operation of the Cable Car system and has outlived its useful life.

B. Reason for the request for modification:

Due to a lack of administrative resources and the requirement for transitioning to a different contract delivery method, the contract was not executed within 1 year of the original PSC approval. The modification desired is a shift of the PSC duration from 11/17/2020-11/17/2023 to 02/06/2023-02/06/2029. The initial request was for 3 years but did not consider the period of extended warranty. We are asking for options of up to 5 years after acceptance. This revised request considers the full-time period.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Wire Rope Reeling Machine Engineering, Hydraulic Engineering, and Electromechanical Engineering
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Two new reeling machines and related items to be used for Cable Car cable replacement.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes do not perform such specialized work as wire rope reeling machine design.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is highly specialized and does not represent work that would be consistently performed on a daily basis, but rather represents project work to be performed very roughly once every 5-25 years.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training because this is a specialized piece of critical equipment
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 02/10/23, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S Van Ness Ave, HR ELR, 6th, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40108 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Nuque, Amy

From: DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Sent: Friday, February 10, 2023 9:45 AM
To: Nuque, Amy
Subject: FW: Receipt of Modification Request to PSC # 40108 - 20/21 - MODIFICATIONS

-----Original Message-----

From: dhrr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com
Sent: Friday, February 10, 2023 9:10 AM
To: Nuque, Amy (MTA) <Amy.Nuque@sfmta.com>; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger <seichenberger@local39.org>; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Pierre King - UAPD <pking@UAPD.com>; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marenco <rmarenco@twusf.org>; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM) <rachel.emmanuel@sfgov.org>; laborers261@gmail.com; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfoa.org; @sfpoa.org; @sfpoa.org; tracym@sfoa.org; mleach <mleach@ibt856.org>; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger <seichenberger@local39.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; ritchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale <thomas.vitale@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 40108 - 20/21 - MODIFICATIONS

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period February 6, 2023 – February 6, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/17500___YXAzOnNmZHQyOmE6bzo1NTg0Y2YzZmNkNzU1ZGQ1OTk4ODNiMzczZGFmMGEOYT02OjcxZWQ6MjU2NjE3MTY3MzYzMGEyYTJkMTImMmZkNDdjNmYwNGRlMTJiOGY1MjUxMDc1ZDZhZjYwYmJhMjA5ZGJmMGJlZDpwOIQ

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org amakayan@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Cable Car Barn Rewinder & Holdback Replacement

Funding Source: Federal and Local Funds

PSC Duration: 3 years

PSC Amount: \$1,500,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The proposed work involves the design, fabrication, installation, and training for specialized machinery necessary to replace the Cable Car cables. In order to replace each of the four cables in the Cable Car system, two separate, specialized reeling machines are required. One machine functions as a rewinder unit in that it collects a damaged and/or old cable, and the other functions as a holdback in that it dispenses a new cable into the system while maintaining tension in the line during the cable replacement procedure.

B. Explain why this service is necessary and the consequence of denial:

The Cable Car Holdback and Rewinder machines are necessary for the replacement of the cables that provide traction power to the historic Cable Car rail vehicles. The current machinery was furnished in the 1980's and has experienced unexpected issues in recent years. The Cable Car system relies solely on these machines to perform cable replacements. Were the holdback or rewinder to experience unexpected breakdown due to the age of the machinery, the system would be facing an extended shutdown as it would be without the equipment necessary to address the cable damage and age that would require cable replacement. Therefore, the machines should be replaced.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

A contractor was hired to design, fabricate, and install the current cable replacement machinery in the 1980's.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

The project work requires the services of a contractor experienced with the design, fabrication, installation, and training of wire rope reeling machines. The work entails specialized engineering and installation of a modern wire rope reeling machine to replace machinery that is highly impactful to the operation of the Cable Car system and has outlived its useful life.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Wire Rope Reeling Machine Engineering, Hydraulic Engineering, and Electromechanical Engineering

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Two new reeling machines and related items to be used for Cable Car cable replacement.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The city and County of San Francisco do not have qualified personnel to perform the work needed for this project.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classes do not perform such specialized work as wire rope reeling machine design.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is highly specialized and does not represent work that would be consistently performed on a daily basis, but rather represents project work to be performed very roughly once every 5-25 years.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Estimated 16 hours of training on the operation and maintenance of the new reel in reeling machines. The occupational types of employees expected to be trained are primarily Engineering, Supervision, Wire Rope Mechanics, Machinists, Electronic Maintenance Tech Technicians.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 11/03/2020, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S Van Ness Ave, HR ELR, 6th San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40108 - 20/21

DHR Analysis/Recommendation:

action date: 01/04/2021

Commission Approval Required

Approved by Civil Service Commission

01/04/2021 DHR Approved for 01/04/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 45626 - 16/17)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As Needed Specialized Information Technology Consulting Services

Funding Source: General Fund, federal and State grants

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 08/01/17 - 05/31/21 (3 years 43 weeks)

PSC Mod#1 Amount: \$3,800,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$10,000,000 PSC Mod#2 Duration: 06/01/18-05/31/23 (2 years)

PSC Mod#3 Amount: \$9,000,000 PSC Mod#3 Duration: 06/01/23-12/31/31 (8 years 30 weeks)

PSC Cumulative Amount Proposed: \$30,800,000 PSC Cumulative Duration Proposed: 14 years 22 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 45626 - 16/17

D. Will the contract(s) be renewed?

Only if there is a continued need and funding.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

An extension of the term is needed in order to maintain existing software applications that were procured under the original Electronic Health Record Project. The City does not have access to the proprietary software applications that will allow uninterrupted support and maintenance of the applications. City staff will be able to work with the vendor in order to gain insight and knowledge transfer on how to maintain and support modern technology used for archiving purposes.

2. Reason(s) for the Request

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

B. Reason for the request for modification:

This modification will increase the duration and the amount in order to extend the use of proprietary software and support services in support of ongoing data archiving projects at the Department. DPH needs to transition the remaining legacy Electronic Health Record system currently used by Behavioral Health to the the new EPIC health recorded system which will be begin in calendar year 2023.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software or methods to assist in the analysis of data on a large scale.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the work is intermittent, as-needed and is project-based.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at the present time. As projects are completed, the need for contractors will be reduced.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.
- C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 02/03/23, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 45626 - 16/17 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Fri 2/3/2023 3:04 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$9,000,000 for services for the period June 1, 2023

– December 31, 2031. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10682>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org
wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY (PSC FORM 1)

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 45626 - 16/17)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As Needed Specialized Information Technology Consulting ServicesFunding Source: General Fund, federal and State grantsPSC Original Approved Amount: \$8,000,000PSC Original Approved Duration: 08/01/17 - 05/31/21 (3 years 43 weeks)PSC Mod#1 Amount: \$3,800,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$10,000,000PSC Mod#2 Duration: 06/01/18-05/31/23 (2 years)PSC Cumulative Amount Proposed: \$21,800,000PSC Cumulative Duration Proposed: 5 years 43 weeks**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 45626 - 16/17

D. Will the contract(s) be renewed?

Only if there is a continued need and funding.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

A term extension is needed in order to fully accomplish contract objectives and account for all needed licenses to support the ongoing initiatives covered under the proposed contract.

2. Reason(s) for the Request

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

B. Reason for the request for modification:

This modification will add additional funds and extend the term to account for additional data management services, data warehouse and data archiving initiatives, applications support, clinical data integration initiatives and project support services in support of the San Francisco Department of Public Health Electronic Health Record Project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software

or methods to assist in the analysis of data on a large scale.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the work is intermittent, as-needed and is project-based.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at the present time. As projects are completed, the need for contractors will be reduced.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 05/16/18, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 45626 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As Needed Specialized Information Technology Consulting ServicesFunding Source: General Fund, federal and State grantsPSC Original Approved Amount: \$8,000,000PSC Original Approved Duration: 08/01/17 - 05/31/21 (3 years 43 weeks)PSC Mod#1 Amount: \$3,800,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$11,800,000PSC Cumulative Duration Proposed: 3 years 43 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 45626 - 16/17

D. Will the contract(s) be renewed?

Only if there is a continued need and funding.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request**

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

B. Reason for the request for modification:

This modification will add additional funds to account for additional integration initiatives and project support services in support of the San Francisco Department of Public Health Electronic Health Record Project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software or methods to assist in the analysis of data on a large scale.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the work is intermittent, as-needed and is project-based.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at the present time. As projects are completed, the need for contractors will be reduced.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 02/08/18, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As Needed Specialized Information Technology Consulting Services

Funding Source: General Fund, federal and State grants

PSC Duration: 3 years 43 weeks

PSC Amount: \$8,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These are new services in support of new projects or initiatives being undertaken by the Department.

D. Will the contract(s) be renewed?

Only if there is a continued need and funding.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software or methods to assist in the analysis of data on a large scale.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The services are intermittent, as-needed, project-based services.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the work is intermittent, as-needed and is project-based.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not at the present time. As projects are completed, the need for contractors will be reduced.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 06/26/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Rm. 405 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

action date: 10/02/2017

Commission Approval Required

Approved by Civil Service Commission

10/02/2017 DHR Approved for 10/02/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 47188 - 20/21)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Support and Maintenance of Nurse Call Systems Installed at the Department of Public Health

Funding Source: General Fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 06/01/21 - 05/31/25 (4 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 05/16/22-06/30/26 (1 year 4 weeks)

PSC Mod#2 Amount: \$2,240,000 PSC Mod#2 Duration: 04/01/23-06/30/28 (2 years 1 day)

PSC Cumulative Amount Proposed: \$5,240,000 PSC Cumulative Duration Proposed: 7 years 4 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

All required maintenance and support for the Nurse Call System at Zuckerberg San Francisco General Hospital and Laguna Honda Hospital. Services will include repairs, maintenance, replacement of defective parts and components, and upgrades to all software and hardware system components. Services will include regular Preventative Maintenance (PM) service to ensure the system is performing in accordance with the published specifications. Services performed during the PM shall include but may not be limited to items such as: creating system backup files, battery checks, inspection and cleaning PC and master station consoles, software maintenance updates and applicable operation checks, rapid response to Critical Error situations, and 24 hours per day, 7 days per week support coverage.

B. Explain why this service is necessary and the consequence of denial:

Service is necessary for effective provision of nursing in Zuckerberg San Francisco General Hospital (ZSFG) and Laguna Honda Hospital (LHH). Consequences of denial would be an inability to effectively provide nursing and an accompanying severe impact to the quality of health care provided.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 47188 - 20/21

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The duration is in excess of five years because there will be an on going need to maintain and service the the Nurse Call systems installed at the hospitals. The Nurse Call system is selected and installed when the hospitals were built, so the Nurse Call system is integrated into the day to day operations as well as the facility itself. City employees will continue to have access to obtain knowledge on how to operate a modern fully integrated nurse call system, however the maintenance needs to be performed by the Original Equipment manufacturer or their authorized distributor.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Contractor(s) are typically the Original Equipment Manufacturer, authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and/or as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems will require information technology applications that may be hosted in the cloud or on premises.

B. Reason for the request for modification:

This modification is to extend the term and increase the amount of the PSC approval in order to execute a new contract for support and maintenance services for the Nurse Call system in use at Zuckerberg San Francisco General.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Services require technical expertise in managing software and hardware for nurse call systems. The Contractor(s) are typically the Original Equipment Manufacturers (OEMs), authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and/or as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2846, Nutritionist; 7203, Bldg & Grounds Maint Sprv; 7334, Stationary Engineer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems may require information technology applications that may be hosted in the cloud or on premises.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Due to the proprietary nature and specialized components of the systems Civil Service classes are not applicable. Civil services classes will be working with contractors and will have the opportunity to gain specialized knowledge and skills in the area of Nurse Call systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Due to the proprietary nature and specialized components of the systems Civil Service classes are not applicable.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Department staff will receive training on how to handle certain aspect of the system such as day to day basic maintenance. Staff will primarily be facility personnel and IT professionals.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/13/23, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47188 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2023

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 47188 - 20/21 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@SFDPH.org <kelly.hiramoto@sfdph.org>

Mon 2/13/2023 4:20 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Stan Eichenberger <seichenberger@local39.org>; MRainsford@local39.org <MRainsford@local39.org>; grojo@local39.org <grojo@local39.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Rossi, Ron (DPH) <ron.rossi@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,240,000 for services for the period April 1, 2023

– June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/18513>

Email sent to the following addresses: L21PSCReview@ifpte21.org
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com junko.laxamana@sfgov.org ewallace@ifpte21.org
grojo@local39.org MRainsford@Local39.org seichenberger@local39.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 47188 - 20/21)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Support and Maintenance of Nurse Call Systems Installed at the Department of Public Health

Funding Source: General Fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 06/01/21 - 05/31/25 (4 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 05/16/22-06/30/26 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 5 years 4 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

All required maintenance and support for the Nurse Call System at Zuckerberg San Francisco General Hospital and Laguna Honda Hospital. Services will include repairs, maintenance, replacement of defective parts and components, and upgrades to all software and hardware system components. Services will include regular Preventative Maintenance (PM) service to ensure the system is performing in accordance with the published specifications. Services performed during the PM shall include but may not be limited to items such as: creating system backup files, battery checks, inspection and cleaning PC and master station consoles, software maintenance updates and applicable operation checks, rapid response to Critical Error situations, and 24 hours per day, 7 days per week support coverage.

B. Explain why this service is necessary and the consequence of denial:

Service is necessary for effective provision of nursing in Zuckerberg San Francisco General Hospital (ZSFG) and Laguna Honda Hospital (LHH). Consequences of denial would be an inability to effectively provide nursing and an accompanying severe impact to the quality of health care provided.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 47188 - 20/21

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Contractor(s) are typically the Original Equipment Manufacturer, authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and/or as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of

equipment and software. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems will require information technology applications that may be hosted in the cloud or on premises.

B. Reason for the request for modification:

There is an ongoing need for this public health related service.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Services require technical expertise in managing software and hardware for nurse call systems. The Contractor(s) are typically the Original Equipment Manufacturers (OEMs), authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and/or as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2846, Nutritionist; 7203, Bldg & Grounds Maint Sprv; 7334, Stationary Engineer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems may require information technology applications that may be hosted in the cloud or on premises.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Due to the proprietary nature and specialized components of the systems Civil Service classes are not applicable. Civil services classes will be working with contractors and will have the opportunity to gain specialized knowledge and skills in the area of Nurse Call systems.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Due to the proprietary nature and specialized components of the systems Civil Service classes are not applicable.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Department staff will receive training on how to handle certain aspect of the system such as day to day basic maintenance. Staff will primarily be facility personnel and IT professionals.

C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 05/16/22, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47188 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/27/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Support and Maintenance of Nurse Call Systems Installed at the Department of Public Health

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$3,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

All required maintenance and support for the Nurse Call System at Zuckerberg San Francisco General Hospital and Laguna Honda Hospital. Services will include repairs, maintenance, replacement of defective parts and components, and upgrades to all software and hardware system components. Services will include regular Preventative Maintenance (PM) service to ensure the system is performing in accordance with the published specifications. Services performed during the PM shall include but may not be limited to items such as: creating system backup files, battery checks, inspection and cleaning PC and master station consoles, software maintenance updates and applicable operation checks, rapid response to Critical Error situations, and 24 hours per day, 7 days per week support coverage.

B. Explain why this service is necessary and the consequence of denial:

Service is necessary for effective provision of nursing in Zuckerberg San Francisco General Hospital (ZSFG) and Laguna Honda Hospital (LHH). Consequences of denial would be an inability to effectively provide nursing and an accompanying severe impact to the quality of health care provided.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has been provided in the past through the purchase order process administered by the Office of Contract Administration and under professional service contracts.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The Contractor(s) are typically the Original Equipment Manufacturer, authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and/or as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems will require information technology applications that may be hosted in the cloud or on premises.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Services require technical expertise in managing software and hardware for nurse call systems. The Contractor(s) are typically the Original Equipment Manufacturers (OEMs), authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and/or as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2846, Nutritionist; 7203, Bldg & Grounds Maint Sprv; 7334, Stationary Engineer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems may require information technology applications that may be hosted in the cloud or on premises.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. Nurse Call is a service provided by a specific product, not by employee skills or city resources.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Due to the proprietary nature and specialized components of the systems Civil Service classes are not applicable. Civil services classes will be working with contractors and will have the opportunity to gain specialized knowledge and skills in the area of Nurse Call systems.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Due to the proprietary nature and specialized components of the systems Civil Service classes are not applicable.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. No. Department staff will receive training on how to handle certain aspect of the system such as day to day basic maintenance. Staff will primarily be facility personnel and IT professionals.

- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 05/28/2021, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47188 - 20/21

DHR Analysis/Recommendation:

action date: 08/02/2021

Commission Approval Required

Approved by Civil Service Commission

08/02/2021 DHR Approved for 08/02/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 41422 - 17/18)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: DNA Testing

Funding Source: General Fund

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 07/01/19 - 06/30/23 (4 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/23-06/30/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$1,000,000 PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The San Francisco Police Department (SFPD) Crime Lab requires a contractor to perform as-needed Y-Chromosome Short Tandem Repeat (Y-STR) testing on sexual assault kits to identify male suspects and other as-needed deoxyribonucleic acid (DNA) testing. A contractor will bridge the gaps when caseloads surge or there is insufficient staffing to meet state mandated turnaround time.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary for Y-STR testing and preventing a backlog of DNA testing cases, including sexual assault kits. If denied, the SFPD may not be able to meet a state mandated 60-day timeline or have access to Y-STR testing services for sexual assault kits. Y-STR testing is seldom used and would be inefficient to maintain as a service at the SFPD Crime Lab.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, approved PSC# 41422 17/18

D. Will the contract(s) be renewed?

Unknown at this time

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Services will help bridge the gap when there are caseload surges.

B. Reason for the request for modification:

Extending the duration of contract. Contract amount remains the same.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: An accredited DNA lab with staff who have a complete and thorough knowledge of DNA extraction and testing to perform casework analyses.

- B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A contractor will have additional casework capacity.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are applicable; however, demand for services can surge and staffing capacity may limit the SFPD Crime Lab's ability to meet state mandated turnaround time.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. A new civil service class is not needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training applicable
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Extending current contract w/ Bode Technology

**7. Union Notification: On 02/16/23, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd St., 6th floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41422 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 03/20/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
To: [Lee, Vincent \(POL\); ewallace@ifpte21.org; Laxamana, Junko \(DBI\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lee,Vincent(POL);ewallace@ifpte21.org;Laxamana,Junko(DBI);WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;l21pscreview@ifpte21.org;DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Modification Request to PSC # 41422 - 17/18 - MODIFICATIONS
Date: Thursday, February 16, 2023 11:56:50 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2023 – June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19933>

Email sent to the following addresses: L21PSCReview@ifpte21.org
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com junko.laxamana@sfgov.org ewallace@ifpte21.org

Additional Attachment(s)



February 10, 2023

Mark Powell
Crime Lab Manager
San Francisco Police Department
1245 – 3rd Street, Bldg 606
San Francisco, CA 94158
Mark.Powell@sfgov.org

RE: Contract Number: 41422-17/18
Price Adjustment Request

Dear Mr. Powell,

Bode appreciates the long-standing relationship it has had with the San Francisco Police Department. In connection with the upcoming contract renewal, Bode respectfully submits a request to renew and adjust pricing. The price adjustment requested, attached as Exhibit A, is due to the unprecedented increases in expenses Bode has experienced since the Contract was executed in 2019. Additionally, in Exhibit B, we have included additional services that may be of interest to your department.

Please let me know if you have any questions. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Cariola", is written over a light blue horizontal line.

Michael Cariola
President & CEO

Exhibit A

	Cost: 5 Day Turnaround	Cost: 10 Day Turnaround	Cost: 15 Day Turnaround	2023 Pricing
Section 1. Screening/Serology Testing				
1. Swab Cutting	300% surcharge	150% surcharge	100% surcharge	\$485 per item
2. SART Kit screening				Call for quote
3. Screening of small items (<8.5”X11”)	300% surcharge	150% surcharge	100% surcharge	\$485 per item
4. Screening of large items (>8.5”X11”)	300% surcharge	150% surcharge	100% surcharge	\$375 per hour
Section 2. DNA Testing				
5. Globalfiler Testing of non-differential extracted evidence samples	300% surcharge	150% surcharge	100% surcharge	\$1,545
6. Globalfiler Testing of differential extracted evidence samples	300% surcharge	150% surcharge	100% surcharge	\$1,795
7. Globalfiler Testing of Reference Samples	300% surcharge	150% surcharge	100% surcharge	\$910
8. Y-STR (evidence or reference)	300% surcharge	150% surcharge	100% surcharge	Evidence: \$1,795 Reference: \$910
Section 3. Trial Support Services				
9. Standard Discovery Package				\$375 per hour
10. Expanded Discovery Package				\$375 per hour
11. Pre-trial conference and/or testimony not requiring travel				\$375 per hour
12. Pre-trial conference and/or testimony requiring travel (Includes policy regarding discovery packages for California courts)				\$2,300 per day plus travel expenses

Exhibit B

Note: prices subject to change annually

Forensic Genetic Genealogy			
F20G01	External Case Review (for cases not tested by Bode)	Per Case	\$0
F20G02	DNA Extraction & Sample Quality Verification	Per Sample	\$1,400
F20G03	Microarray SNP Testing and Screening- Single Source	Per Sample	\$2,400
F20G05	Microarray SNP Testing and Screening- Mixtures	Per Sample	\$3,850
F20G04	Genome Sequencing and Screening - Single Source	Per Sample	\$6,100
G22G16	Genome Sequencing and Screening Degraded and Skeletal Remains	Per Sample	\$6,400
G22G17	Genome Sequencing and Screening Mixtures	Per Sample	\$7,900
F20G06	Forensic Genealogy Investigation (10-15 hours)	Per Case	\$3,950
F20G07	Forensic Genealogy Investigation (Hourly)	Per Hour	\$395
F20G11	Planned Testing (Buccal)	Per Sample	\$845
G22G20	Planned Testing non-Buccal sample	Per Sample	\$2,050
F20G12	Confirmation Testing	Per Sample	\$1,285
G22G18	FTDNA upload (when needed)	Per Sample	Included (\$700 if providing SNP profile)
G22G19	GEDmatch upload (when needed)	Per Sample	Included (\$700 if providing SNP profile)
F20G08	Y-STR Surname Search – Phase I – Existing Profile	Per Sample	\$800
F20G09	Y-STR Surname Search – Phase I – Haplotype/Ethnicity Report (new Y-STR profile)	Per Sample	\$950
F20G10	Y-STR Surname Search – Phase II Database Search	Per Sample	\$1,445
G19G08	Ongoing Monitoring	Per Case	No Charge

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: DNA Testing

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The San Francisco Police Department (SFPD) Crime Lab requires a contractor to perform as-needed Y-Chromosome Short Tandem Repeat (Y-STR) testing on sexual assault kits to identify male suspects and other as-needed deoxyribonucleic acid (DNA) testing. A contractor will bridge the gaps when caseloads surge or there is insufficient staffing to meet state mandated turnaround time.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary for Y-STR testing and preventing a backlog of DNA testing cases, including sexual assault kits. If denied, the SFPD may not be able to meet a state mandated 60-day timeline or have access to Y-STR testing services for sexual assault kits. Y-STR testing is seldom used and would be inefficient to maintain as a service at the SFPD Crime Lab.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

PSC 49198-13/14

D. Will the contract(s) be renewed?

Unknown at this time

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Services will help bridge the gap when there are caseload surges.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: An accredited DNA lab with staff who have a complete and thorough knowledge of DNA extraction and testing to perform casework analyses.

B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. A contractor will have additional casework capacity.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The SFPD Crime Lab is constantly recruiting and filling positions; however, demand for services frequently outpaces hiring and recruitment process.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are applicable; however, demand for services can surge and staffing capacity may limit the SFPD Crime Lab's ability to meet state mandated turnaround time.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. A new civil service class is not needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not needed.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 05/31/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: Genie Wong San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41422 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
09/17/2018 DHR Approved for 09/17/2018

action date: 09/17/2018
Approved by Civil Service Commission